

SYED MUHAMMAD AZEEM SHAH



Syed Muhammad Azeem



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Dubai, UAE



Pakistan

DOB : 05/10/1980

Marital Status : Married

Passport No.: CD5147884

Driving License # 3
Automatic Vehicle

EDUCATION

Bachelor of Computer Science
Lahore School of
Information Technology, PAK

Diploma Certificate in
Accounting, PAK

PROFESSIONAL SUMMARY

To seek and maintain full-time position that offers professional challenges utilizing interpersonal skills, excellent time management and problem-solving skills.

Work Experience

Feb 2022 to Till now

**ALLIED STAR BUILDING MATERIALS TRADING LLC –
Accountant, Dubai, UAE**

Account Payable:

- Process accounts payable invoices and ensure timely and accurate payments to vendors.
- Process vendor invoices accurately and efficiently.
- Reconcile accounts payable transactions.
- Monitor accounts to ensure payments are up to date.
- Resolve invoice discrepancies and issues.
- Correspond with vendors and respond to inquiries.
- Prepare and process electronic transfers and payments.
- Assist with month-end closing activities.
- Maintain accurate records and documentation.
- Generate financial reports and analyses as needed.
- Collaborate with other departments to streamline processes.
- Prepared Monthly Creditors ageing report to monitored and ensure all payment done as per payment terms.

Account Receivable:

- Maintaining accounts receivable records to ensure ageing is up to date
- Verifying invoices for appropriate documentation prior to payment
- Resolving discrepancies between customer payments and invoices
- Assisting with month-end closing activities such as preparing journal entries.
- Working with other departments to resolve billing issues or disputes.
- Raised Sales Invoice as per agreed Rates and Payment Terms.
- Prepare Monthly ageing report to follow up for the payment.
- Raised Credit Note for any Damage or Rejected Goods by Customer.
- Filling Document with PO, Sale Order, Sale Invoice and its Vouchers.
- Prepare Target Collection Sheet with the help of ageing analysis.

LANGUAGES

English

Advanced

Hindi

Advanced

Urdu

Advanced

Panjabi

Advanced

SKILLS

- * Payroll processing
- * Financial reporting
- * Account reconciliation
- * Calculating liabilities
- * Invoice preparation
- * VAT returns
- * Corporate Tax
- * MIS
- * Administrative support
- * Audit coordination
- * Strong communication
- * Accounts Payable
- * Accounts Receivable
- * Data entry
- * MS Office
- * Inventory Management

Inventory Controller:

- Keeping track of the stock in warehouses or other storing facilities and making sure inventories are accurate.
- Handling inbound and outbound stock movements to ensure the necessary quantity is in the right location at a specified time.
- Working closely with sales and supply chain teams to forecast, plan and manage inventory levels.
- Analyzing supplier processes to ensure timely and cost-effective delivery of inventory.
- Managing and resolving any discrepancies identified in stock takes or inventory records.
- Ensuring the inventory system is updated and accurate.
- Assisting in the development of an inventory management strategy to minimize stock holding and maximize system accuracy.

TAX & MIS

- Prepare Quarterly tax Returns and submit online Portal.
- Prepare tax Payable and paid before Due Date through Portal.
- Prepare tax returns, reports, and necessary paperwork for the company.
- Identify tax savings and recommend strategies to increase profits.
- Maintain and manage the organization's tax database.
- Research and analyze difficult tax problems to determine solutions.
- Perform accurate monthly, quarterly, and annual tax reports.
- Getting ready for audits by preparing company Corporate Tax forms and statements.
- Financial planning and analysis.
- Preparation Monthly P&L Report.
- Preparation Monthly Stock Report.
- Prepare and book Monthly Cash Flow.
- Prepare and book Monthly Bank and Cash Reconciliation.
- Prepare Monthly Receivable and Payable Ageing Report.
- Prepare and book Monthly Fixed Assets Schedule.
- Prepare and book Monthly Prepaid Expense.
- Prepare and book monthly end of service benefits Provisions.
- Prepare and book monthly attendance and Salary provisions to process WPS.
- Organize overseas shipment by adhering to the given shipping instruction and be able to arrange shipment efficiently in a timely manner through different modes of transportation.
- Organize an overseas Import/Export customs clearance and drayage operations.
- Plan, negotiate and coordinate with all business partners such as carrier, freight forwarder, shipping and custom team, transport subcontractors and warehouse team to ensure smooth Import/Export operation.
- Prepare relevant documents.
- Oversea the Data Entry all the expense, purchase, sale, Purchase Order, Sales order, Utility Bills, Credit Card Expense, Petty Cash, Payments &

IT SKILLS

- * Web Development
- * Web Designing
- * Cc Tv Camera
- * Iptv Camera

DIGITAL MARKETING SKILLS

- * Social Media Marketing
- * Google AdSense Marketing
- * YouTube Marketing
- * Facebook & Instagram Marketing
- * Sms Marketing
- * E-Mail Marketing

Receipts to see book in proper manner and proper heads.

March 2017 - March 2021

GELAF CARTON BOXES MANUFACTURING LLC

Assistant Accountant, Umm Al Quwain, UAE

- Handled all the Cash in Hand & manage Petty Cash and Tally with Software end of the day.
- Prepared monthly and daily bank reconciliations with accuracy.
- Liaised with and managed relationships with external auditors to prepare excellent audit reports.
- Organized timely processing of invoices and payments.
- Handled supplier invoices from receipt through to timely payment.
- Developed records storage and maintenance for improved audit reliability.
- Upheld strict housekeeping standards to maintain clean ledgers.
- Reviewed and approved payments in line with company policies.
- Verified invoice and expense claims accuracy ahead of processing.
- Followed up on past due accounts to collect outstanding balances.
- Maintained company purchase and sales ledgers.
- Verified items billed against items received, following up with vendors to reconcile variances.
- Established credit limits for new and existing customers, performing credit checks to minimize risk of debt.
- Performed reconciliation and preparation of bank accounts on weekly and daily basis to identify and clear transactions.
- Reconciled general ledger accounts with 100% accuracy.
- Reviewed customer invoices for accuracy and posted information to general ledger.
- Handled account payments and provided information regarding outstanding balances.
- Completed opening and closing procedures of Cash and Petty Cash each day.
- Processed sales, exchange and refund transactions efficiently to reduce customer waiting times.
- Handled cash and card payments with precision, maintaining customer confidentiality and discretion throughout.
- Handled currency payments, secured funds in register and prepared deposits at end of day.
- Maintain daily and weekly basis Debtors and Creditors.
- Reporting monthly age-wise debtors and creditors to report management.
- Handling and maintain daily basis filing of Purchase, Sales, Payment, Receipt, Import and export Documentation.
- Solving Auditors Queries on given time.
- Prepared monthly P/L and Reporting to management.
- Maintain Banks and Cash Balances as per requirement of the company.
- Trained warehouse staff to maintain stock inventory.
- Investigated missing items, discrepancies and losses.
- Controlled best before dates to properly utilize stock.

- Managed stock rotations to balance inventory of perishable products and minimize wastage.
- Scheduled delivery and logistical operations to minimize risk of delays.
- Maintained organizational records of gross and net employee salaries.
- Processed payroll and calculated deductions by accurately.
- Processed holiday or leave requests, maintained related documentation and calculated appropriate payments.
- Documented employee attendance, leave and overtime and updated database.
- Generated employee wage and benefit payments via physical Cheque to process WPS.
- Prepare the Job card for Production.
- Manage the production line to run the job.
- Check the production quality of corrugated sheets and boxes.
- Arrange the raw materials & corrugated papers.

June 2012 - Feb 2017

KRB ENTERPRISES

Accounts Assistant & Administrator, PAK

- Handling and Managing Debtors & Creditors.
- Prepare Bank Reconciliation Statement on daily basis.
- Preparing Cheque for Various Vendors.
- Calculate TDS on Various Bills and Making Payments.
- Handling Inventory Level Entries and Maintain Stock, Like Production, FG, SFG, Calculate Material for Products and making BOM.
- Reporting to Directors of the Company.
- Making all levels entries like Journal, Payments, Receipts, Sales and Purchase etc.
- Submitting monthly Debtors, Creditors age-wise, Stock, Sale and Purchase Direct Report to Partner of the Company.
- Co-ordinate with Auditors and Assist in Finalization.
- Prepare Monthly Sales and Purchase Register for TAX purpose.
- Solving and Co-ordinate with IT to Solving network and Accounting Software Related Errors
- Checking employee's attendance and Prepare Salary Sheet to Transfer Salary.

Jan 2002 - April 2012

BRAIN TELECOMMUNICATION LTD

Customer Support Relation & Control Room Supervisor, PAK

- Maintain Servers.
- Configuration of LAN & WAN.
- Configuration of ISA 2000 Server.
- Configuration of Print Server.
- Configuration of ISDN & ADSL.
- Configuration of Modem & Switches & hub, Router, Extender, Fortinet Client, Gateway.
- Configuration of Microsoft windows 2000 Domain .

- Configuration of All Network Topologies.
- Configuration of Outlook Express, E-Mail Server, Smtip Server, PoP Server, SSL, Putty,
- Provide the Customer Support for Technical Issues.
- Resolve the System Hardware Issues.
- System Software Installation.
- Maintain System Internet Bandwidth & Connectivity.
- Troubleshooting.
- Mesh to Mesh Server.
- Point to Point Server.