

SHUMAILA YASMIN

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CAREER OBJECTIVE

Secure a responsible position in account & Finance management and serve as senior Executive sharing my breadth of experience and abilities effecting mutual employee and employer growth and success.

PROFESSIONAL SUMMARY

- Vat Compliance
- GAAP, IAS - Financial Reporting & preparation of MIS Reports
- Internal Audit
- Preparing and Evaluating Cash Flow & Forecasting
- Supervision and follow-up of Receivable and payable through Aging Reports
- Bank Contacts, Letter of Credits, Leasing
- Financial Management, Data Analysis & Decision making
- Sale Tax, Income Tax, Corporate Policies & Procedures
- Employees benefits, Payroll Management, HR support & WPS
- Profound skills in all components of MS Office (Advance Excel)
- Specialized Accounting Software—User skills (Oracle, QuickBooks, TallyERP9, Peachtree, Matrix, King Dee, Xero, Sage, Sage50, SAP—MM/SRM) & SLX
- Excellent Problem solving & Critical thinking

ACHIEVEMENTS

- Special Bonus & appreciate letter given for Helping to get Dealership Affiliation
- Certificate & upgradations given for helping BDM to KPI & Wining Tejari-Tender
- Best Supplier coordination Certificate got from Dubai Govt HR Department

Profile: <https://www.linkedin.com/in/shumael-khurram->

Accounting Analyst: Accounting Project with Earnest & Young (EY) Outsource –TASC June ,2019-September ,2019 Messe Frankfurt GMBH (Dubai, UAE)

Website: www.tascoutsourcing.com

Accounting Project with Collaboration with (EY) @Messe Frankfurt Middle East

Sr. Accountant October, 2016-March ,2019 Magas Accounting & Auditing Services. (Dubai, UAE)

Magas is delivering of Professional Services in Arabian Gulf & India, to empower Entrepreneur, Startups, SME & soon. Main Activities Are Accounting, Advisory, Corporate Finance Human Resources, Auditing & Legal services.

Web site: www.magasinternational.com



- Financial Reporting
- Vat Compliance.
- Assist Clients for Vat Filing & Monthly Financial Reports
- Administering the company budget and expenditures and involving in overhead review meeting, business planning & forecasting.
- Conducting periodic meetings with Clients to follow up smooth running of activities & Implementation.
- Inter Company Transactions.
- Key Liaison with Corporate Head to ensure timely audit Reporting providing them required schedules, reconciliations, supporting documents and resolving their queries.
- Maintain accounting controls by preparing and recommending policies and procedures.
- Resolving Clients Issue about Tally & QuickBooks.
- Guidance to clients in maintaining Record.
- Preparation of monthly and weekly cash flow/fund flow statements for the planning purposes.

ACCOUNTANT, June 2014–, September 2016 Techbay Electronics LLC, (Dubai, UAE)

Techbay Electronics is an exporting & trading company with 250 employees worldwide, over 5 countries.

Major products: IT Solution Provider, Networking IP System Provider, Technical Services & Procurement Services for all big Groups & Government Sector through Tendering in Tejari.

Website: <http://techbaydubai.com/>



Key Responsibilities:

- Maintaining and updating books of accounts, recording transactions into the accounting system (**Peach Tree & QuickBooks**)
- Prepared financial statements to highlight organizational financial health to Corporate Sector to enable effective financial decisions.
- Dealing with for TT, TR, Loans, Discounting of Cheques, LC's procedures & analysis of proper fund utilization, Supervision of LC documentation for Consignment & Export.

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- LPO Approval & Maintaining Credit Line.
- Reviewing and approving purchase invoices before making payments.
- Communication with Customers, Suppliers, Banks & Government officials.
- Look after of Visa issues and applying of visa, Trade License renewal, Rental Agreement and legal matters.
- Making detailed time budgets and coordinating with the staff to meet the reporting deadlines
- Online Retail & Stock Manager (For stock updating online SOUQ & Own Official Site)
- Development co-ordination with audit senior for conducting audit assignments.
- Tejari Portal–Tendering submission, finalization & coordination for Payments recovery from Government Authorities.

FINANCE EXECUTIVE, September 2013 – May 2014 X-Touch Compudis LLC, (Dubai, UAE)

X-Touch Compudis is a manufacturing & trading company with 900+employees worldwide, over 3countries.

Major products: Cell Phones, Tablets, TV & 2 Wheeler.

Web site: www.Xtouchdevice.com



Key Responsibilities:

- Maintaining and updating books of accounts, recording transactions into the accounting system (**King Dee & Tally ERP9**)
- Managed Receivables function of almost (200+foreign & local Customers of the organization) by ensuring on time collection, reviewing daily collection reports as per receivable ageing. Overseeing the entire process of invoices, debtor credit notes and also reviewing the credit terms.
- Processing the Credit Proposals of Fresh and Existing Clients as per prudential regulations.
- Solving invoices related issues raised by Franchise Holder.
- Reviewing and studying business contracts and agreements regarding relevant financial terms & conditions.
- Managed complete payroll process right from attendance to salary calculation sheet and SIF files preparation; ensuring annual leave and final settlement cases are calculated complying with UAE labor law.
- Look after of Visa issues and applying of visa, Trade License renewal, Rental Agreement and legal matters.
- Evaluation of Franchise Sale & Performance.

FINANCE MANAGER, July 2005 – June 2013 Toyota Gujranwala Motors (Gujranwala, PAKISTAN)

Toyota Gujranwala Motors is a Dealership of Indus Motors Company Limited, Karachi manufacturer of (Toyota & Daihatsu) with 250+ employees.

Major products: Auto Services, Distributi

Web site: www.toyotagujranwala.com



Key Responsibilities:

- Head Office corresponding regarding Payments, Allocation of Vehicles.
- Handling Over dues & limits.
- Handling day to day Financial Operations.
- Track Company's Financial Status and Performance to identify areas of Potential Improvement.
- Identifying weaknesses, addressing risk and giving suggestions to improve internal control system.
- Conducting Vertical & horizontal analysis of various financial statements.
- Handling Cash flow & outflow statement.
- Managed statutory matters like preparing monthly sales tax return, resolving monthly income Tax issues and E-filing, annual statement of Tax Deduct at Source.
- Responsible for upgrade of existing Accounting System with new implementation of ERP (**Cruistronic & SAP CRM**).

EDUCATION & Certification

Certificate: Vat Compliance Diploma–PWC /ATT Dubai. UAE (2019)
MBA (Banking & Finance)-Allama Iqbal Open University (2009)
B.COM-Punjab College (2004)
I.COM-Board of Intermediate & Secondary Education Karachi (2002)
Matriculation-Board of Intermediate & Secondary Education Karachi(2000)

PERSONAL INFORMATION

Date of Birth: 12/12/1981
Marital Status: Married
Religion: Islam
Visa Status: Family Visa
Language: Fluent in English, Urdu, Hindi
License: Valid UAE Driving License