

Resume of Hozefa Faizullah

Mobile: +97155 7355951
Email: hfaizullah@hotmail.com

Accountant/Procurement



Academic Background

B.Com from Karachi University,
Pakistan.

Higher Secondary Certificate from
Pakistan.

Secondary School Certificate from
Pakistan.

Skill

- Spreadsheets skills & a good knowledge of Microsoft Excel, Word, PowerPoint etc.
- Understanding the implication of new information for both current & future problem-solving and decision making.
- Experience of Accounting & procurement.
- Knowledge of Accounting software like Orion, Tally, Peachtree etc.

Career Objective

To be an integral part of a Professional Accounting Team where I can apply my knowledge and professional skills to add value to company's business, and achieve the corporate objectives while getting a new valued exposure and professional satisfaction along with personal growth.

Professional Experience

1. Al Safee fuels LLC (March 2017 to present)

Designation: Purchase officer/ Accountant

Job Profile:

- Handle all financial & procurement activities.
- Using Tally accounting software.

2. Channel 4 Network (Ajman TV): Ajman, UAE (June 2006 to Feb 2017)

Designation: Accountant/Procurement

Company's Profile: this is one of the Middle East's leading Media firm Channel 4 Network, family owned companies. It operates regionally, across the GCC; I have been associated with this company since June 2006 contribution to 11 years of experience which is explained as follows:

Job Profile:

- Core member of the VAT implementation Team. Make sure that Financial Modules are governing under standard procedure of The Federal VAT Law.
- Regular reporting & analysis to senior managers in the business and keeping them in good understanding of the financial and business position.
- Liaising and managing the external and internal audit requirements.
- Manage & assure timely collection dues from Credit Customers. Key monitoring & reporting on deviations from credit standards. Conduct credit checks on all customers, establish & manage limits. Cross verification & market watch of new credit customers. Make sure to improve quality of invoicing & collection procedures.
- Maintain store inventory & ensure items are in stock & encode the delivered or ordered materials or products.
- Check the flow of the store from time to time & Distribute day-by-day tasks and orders.
- Analyzed and controlled all inventory discrepancies on a daily basis.
- Manage the computerize system, including receiving work request, assigning work orders, & Materials requests, entering system data, & providing the overall system administration.
- Prepare Purchase Requisition & Process all purchase orders.
- Contact suppliers to resolve missed deliveries, short deliveries & pricing discrepancies.
- Evaluating vendors & negotiating the price, delivery schedule & terms & conditions with them.
- Tracking of purchase orders information and postings of transactions at the time of payments.
- Handling renewal of vehicle registration/insurance/graphics.
- To prepare & process accounting entries to manage accounts of the company.
- Bank reconciles & Reconcile vendor's accounting records & makes necessary adjustments after getting approvals from the management.
- To examine vendor's invoices, supporting documents & review suppliers quotation to ensure accuracy & restrict frauds & duplications.

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Mobile: +97155 7355951,
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Language

English

Hindi & Urdu

Arabic

Personal information

Date of Birth: 02ndFeb. 1978
Marital Status: Married
Nationality: Pakistani
Languages: English, Urdu,
Gujrati

License

- UAE Driving License (LMV)

- Investigate to resolve variety of pending payment issues with resolutions & consultation of business owners.
- Managed financial departments with responsibility for Payroll functions for 200+ employees, Accounts Payable & Receivable.
- Prepare aging reports based on the Credit Period granted by suppliers. According notify Finance department for arranging funds on that particular dates.
- Channel -4 Network: Receivable Department: Maintain Receivables records & generate aging report on weekly basis. Upon management instruction.
- Preparing sales invoices & handling petty cash.
- Communicate with customers for resolving non-payment issues.
- Maintaining PDC cheques details & timely deposit in to the banks.

3. Rainbow General Trading LLC –U.A.E(March 2004 to May 2006)

Designation: Accountant cum Admin

Company Profile: I have been associated with the leading Chemical firm Rainbow General Trading LLC at Ajman –UAE& contributing to 2 years of experience which is explained as follows:

Job Profile:

Ensure and prepare all supplier reconciliation and payment (trade creditors and sundry creditors) on a monthly basis as per aging analysis report. Prepare cash salaries and employees', rent, reimbursement payments etc. Responsible for maintaining a Cheques Register and Void Cheques Register and any other register needed for the operation and the audit purposes. Reconcile the outstanding Cheques. Support and maintain a proper filling system verification and Handling a petty cash float for AED100K and maintaining the weekly basis reimbursement of petty cash accounting entries were posted in TALLY software

4. Freedom Chemicals – Pakistan (Nov. 1998 to Feb. 2004)

Designation: Accounts Officer

Company's Profile: I have been associated with the leading Chemical firm Freedom Chemicals at Karachi -Pakistan since June 1998 - 2004, contributing to 6 years of experience which is explained as follows:

Job Profile:

- Prepared Purchase and Delivery orders and posting into ledger using PEACHTREE accounting software.
- Filing and coordinated with Tax department for sale tax returns.
- Prepare documents and forms for opening Letter of Credit.
Follow up with Clearing Agents and Freight Forwarder on arrival of consignment