

Fasih Gohar

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Driving License : UAE Valid Driving License
Visa Status : Employment Visa (Transferable)
Note : Immediate Available for Job



OBJECTIVES:

Seeking an opportunity in well reputed, up-growing organization where I can improve my efficiency and learn to the maximum and fully utilize my knowledge under the leadership of dynamic professionals.

PROFESSIONAL SUMMARY:

TEMPURA RESTAURANT LLC - DUBAI, UAE

Manager: June. 2021 – Till to Date

Responsibilities:

- Recording all kinds of accounting transactions in software.
- Supervision and ensuring all kinds of payments (Petty Cash, Cash Purchase & Supplier's payments.
- Reconciliation of Suppliers Accounts.
- Items costing and Take Measures to reduce cost of Sales. & Wastage Control.
- Preparation of Monthly Payroll.
- Preparation of Employee leaves Settlement, Leave Salary and final settlement, Air Ticket loan request as per UAE Labor law.
- Attendance Verification with attendance Register.
- Assist in Prepare Monthly Financial Accounts.
- Supervision of Purchasing of Raw Material.
- Preparation and submission of VAT return
- Manage the cash collection plan and petty cash expenses.
- Managing payments. Cash & Credit Cards.
- Dealing with Banks and Cash handling.
- Monitoring and preparation of daily Bank position.
- Reconciliation of Banks Statements.
- Preparation of monthly Salary (WPS).
- Monthly inventory consumption & variance report.
- Audit of store inventory on weekly & monthly basis.

Operations Responsibilities:

- Ensuring incoming staff complies with company policy.
- Training staff to follow restaurant procedures.
- Maintaining food safety and food quality standards.
- Keeping customers happy and handling complaints.
- Supervise kitchen and floor operation.
- Interviewing/recruiting new employees.
- Interacting with guests to get feedback on product quality and service levels.
- Monitoring Records and documentation for quality controls (oil change sheet, Food storage temperature, issuance sheet, staff personnel hygiene sheet, restaurant opening and closing cleaning sheet)

ARMETAL METALS MOULDING & INS (L.L.C) - SHARJAH, UAE

Accountants Officer: May. 2016 – June.2021

Responsibilities:

- Preparation of vouchers and posting in accounting software on a daily basis.
- Handle Accounts Receivables and Payables Ledgers, posting & verification of supplier/vendor invoices.
- Preparation of Quotation & Purchase Order.
- Verification of monthly factory expenses SEWA, telephone and ensure timely payments.
- Issue Invoice to the Customers.



- Bank Reconciliation & Petty Cash.
- Preparation of monthly payroll and arrange payments through WPS.
- Preparation and submission of VAT return
- Maintenance the employee attendance records.
- Maintaining and updating of important documents file.
- Coordinate with field team to best utilization of manpower.
- Managing Site requirements.
- Identify solutions to reduce cost.
- Job Costing of All Kinds of Furniture, Steel Fabrication, Aluminum Items.
- Direct report to Managing Director.

AL ASHRAFI TECHNICAL WORKS (L.L.C) - DUBAI, UAE

Accounts Officer: Dec. 2013 – Dec 2015

Responsibilities:

- Preparation of books of accounts up to finalization.
- Preparing Monthly Trial balance.
- Preparation of monthly statements as per the company requirements.
- Registering all accounting entries using Accounting Software.
- Correspondence with Bank & Creditors.
- Recording daily financial transaction in company's Software.
- Controlling Operations of the Business.
- Monitoring invoicing, payments and recovery.
- Reporting daily sales and recovery report.
- Maintain Outstanding and Payments.

Other Responsibilities:

- Purchase orders, Purchase/Receive inventory & all A/P reports.
- Sales/ invoicing, account receivables & all other related reports.
- To maintain leaves and attendance record of employees.
- Employees' payrolls and payments to vendors.

Sales and Marketing:

- Maintaining & updating customer databases.
- Provided customers with competitive quotations.
- Communicating with new potential customers.
- Involved in the recording and administration of sales by forwarding reports and copies to the sales office.
- Coordination with Project Manager regarding accounting problems on site projects.
- Controller of marketing team.
- Recruiting of new staff for Head Office and Branch.
- Involved in the training of new sales staff.



AL ABBAS FABRICS (PVT) LTD. - KARACHI, PAKISTAN

Accounts Officer, Feb. 2006 - Sep. 2013

Responsibilities:

- Assist in Prepare Monthly Financial Accounts.
- Finalize the Trail Balance.
- Make Necessary Adjustments in Accounts.
- E-Filling of With Holding Income Tax Statement Monthly.
- Supplier bills verification.
- Inventory Management and Production Report.
- Preparation of Payments Aged Payables.
- Checking and approving daily cash statement.
- Checking Journal, Bank and Cash Voucher.
- Checking payroll, Wages and Overtime of temporary workers & permanent employees.

Other Responsibilities:

- Supervision of Letter of credit, checking and analyzing of LC Cost Sheet and recording of imported stock in their respective books of accounts
- Audit of daily Payments / Receipt / Journal vouchers.



- Audit all kind of Payment reports relate to payroll.
- Financial audit preparation and coordinate the audit process.
- Special Audit of various business and operational area.
- Taking part in training of the concerned staff.

AL ABBAS GARMENTS (PVT) LTD. - KARACHI, PAKISTAN

Assistant Accountant, Dec. 2005 - Jan. 2006

Responsibilities:

- To maintain daily attendance record of employees.
- Preparation of monthly payroll (Temporary workers & Permanent employees)
- Preparation bank reconciliation statement.
- Preparation Journal, Bank and Cash Voucher.
- Monitoring invoicing, payments, and recovery.
- Preparation of Cash Book, Petty Cash Book Ledger.
- Organizing surprise internal Audits and helping Auditors for Stock audits.



RAFIQ & CO (Chartered Accountant). - KARACHI, PAKISTAN

Trainee Auditor, Apr. 2005 - Nov. 2005

Responsibilities:

- Responsible for checking monthly journal entries including payroll.
- Responsible for checking the cash flows.
- Performed tests of internal controls.
- Ensured all steps of the audit program were completed.
- Complete audit reports for dissemination to management and ensure proper follow up of shortcoming items and suggesting recommendations.
- Assist in Audit Procedure of Various companies.



EDUCATIONAL SUMMARY:

- **Graduation (B.Com)**
University of Karachi, Karachi, Pakistan
- **Intermediate (HSC)**
Sind Board, Karachi, Pakistan
- **Matriculation (SSC)**
Board of Secondary Education, Karachi, Pakistan

PERSONAL SKILLS:

- A motivated self starter.
- Ability to learn new tasks quickly.
- Possess strong inter-personal skills and ability to work in teams.
- Work creatively and analytically in problem solving environment.
- I am ambitious with exceptional customer relation and leadership skills.

Computer Skills and Other Abilities:

- Accounts Software, Peachtree, Tally, QuickBooks.
- Working experience on financial software GLs and MIS.
- Microsoft Office.