****

**UBAID ULLAH** Road # 2708, Block # 327

Phone: - +973-37367843 Flat No 32 ,

E-mail: ubaidullah3736@gmail.com Adliya, Manama

 Kingdom of Bahrain.

**OBJECTIVE:**

To seek an opportunity in esteemed organization and intend to build a career with leading corporate with committed and dedicated people, which will help me to explore myself fully and realize my potential. Willing to work as a key player in challenging and creative environment.

|  |
| --- |
| **Work Experience:** |

* **Presently working as a General Accountant in New Vision tourism and Property Management (At Meshal Hotel) Bahrain. ( January 2019 to Present**)

**Job Profile:-**

* Making quotation for purchasing and give the order to supplier for item
* Maintain Store and Inventory for all stock,
* Receiving item and issue to the particular store,
* P & L Preparation,
* Purchasing,
* Audit and verify all revenue transaction
* All cash payments& entry,
* All receipt entry,
* Cash Ledger book keeping & Monthly book closing,
* Handling Petty cash,
* Handle bank accounts and Bank reconciliation.
* Handling Payroll: Staff attendance checking , preparing salary & Distribution,
* Bank payment entry, cash and bank receipt entry in IDS,
* DSR checking and verifying,
* Corporate Room Guest Invoice Preparing & Follow up for Payment,
* Checking and verifying Guest check-out Folio and Housekeeping report,
* Credit card Transaction reconciliation & Maintaining,
* Preparing and Checking Commissioning Report
* Staff city ledger monitoring ,
* Record and prepare daily and monthly sales and other reports for management according to hotel policies and procedures.
* Audit all outlet reports and tally them with IDS for accuracy. Check that genuine discounts are given.
* Control and reconcile the daily sales in the outlets
* Prepares daily and monthly reports for the management.
* **One Year and Six Month working as a Accountant in Ramee Group of Hotels, Resorts & Apartments Bahrain. ( June2017 to January 2019** )

**Job Profile:-**

* Audit and verify all revenue transactions
* All cash payments& entry,
* All receipt entry,
* Cash Ledger book keeping & Monthly book closing,
* Handling Petty cash,
* Handle bank accounts and Bank reconciliation.
* Handling Payroll: Staff attendance checking , preparing salary & Distribution,
* Bank payment entry, cash and bank receipt entry in IDS,
* DSR checking and verifying,
* Corporate Room Guest Invoice Preparing & Follow up for Payment,
* Checking and verifying Guest check-out Folio and Housekeeping report,
* Co-ordinate With HR Department for Visa Payment, LMRA, Gosi, and other works,
* Credit card Transaction reconciliation & Maintaining,
* Preparing supplier Reconciliation statement,
* Preparing and Checking Commissioning Report
* Staff city ledger monitoring ,
* Record and prepare daily and monthly sales and other reports for management according to hotel policies and procedures.
* Audit all outlet reports and tally them with IDS for accuracy. Check that genuine discounts are given.
* Control and reconcile the daily sales in the outlets
* Prepares daily and monthly reports for the management.
* Cheque preparing, voucher, issuing cheque,
* **02 and half Year experience as a Sale Tax/Accounts Manager In Manufacturing Company in Pakistan.(**Dec 2014 to April 2017)

**Job Profile**

* Daily Prepared Production sheet and also maintain stock report.
* Taking Order from the customer and delivering on time to the multiple locations.
* Maintain A/payable A/receivable and preparing cost of goods sold statement, profit and Loss statement.
* Petty cash and Main cash handling.
* Preparing wages sheet day wise on the basis of individual production.
* Preparing payroll at the end of month.
* Dealing with customer
* Dealing with supplier for purchasing raw material.
* Calculating of sale tax and every month sale tax return filling on FBI website also Prepared the supporting document of sale tax return for audit purpose
* Sale tax Invoice preparation.
* Preparing every month RG 1 and RG 2 for Sale Tax return.
* **6 Months Experience as a Accountant in Plastic Muddling company in Pakistan(**April 2014 to Sep 2014**)**
* **1 Year Experience as a Assistant sale Tax Manager in textile industry in Pakistan (** March 2013 to Feb 2014**)**
* **2 Years’ Experience as student trainee in S.S Tax Law Association income tax and sale tax consultant (January 2011 to December 2012)**

**ACADEMIC CHRONICLE:**

* **MBA Master of Business Administration** (Finance) 3.5YEARS (2015) University Of Peshawar, Pakistan With 2.8GPA
* **Bachelor of Commerce,** Degree with specialization in **banking and finance** from Pakistan Peshawar University in the year 2010 with 59%.
* **Diploma in Commerce** in Pakistan technical Board of Peshawar in the year 2008 with 64.93%.
* **Matric** from Pakistan Mardan Secondary Education Board in the year 2006 with 55.00%.

**TECHNICAL SKILLS:**

 **Work Experience :**

* **IDS**
* **SAGE**
* **Quick book (Accounting Software)**
* **Tally ERP9**
* **Peach Tree(Accounting Software)**
* **MS Office** MS Word, MS Excel, MS Power Point…

**Strengths:**

* Self Motivated
* Confident.
* Hard Working &Dedicated
* Open for Learning.
* Team Player.
* Good communication skills.
* Good analytical skills.
* Problem solving attitude.
* Task Completion before the deadline.

**Personal Details**

Father’s Name : RAHEEM ULLAH.

Date of Birth : 01st Jan 1990

Sex : Male

Marital Status : Single

CPR No : 901327239

Languages Known : English, Pashtu and Hindi. Arabic

Hobbies : Listening Music, Watching TV and Sports, Exercises

Driving Licences : In Process

**Declaration**

I hereby declare that all the above information given by me is true to the best of my knowledge belief.

Date: Yours Faithfully

Place: (UBAID ULLAH)