



# ABDUL WAHAB

📍 Dubai, United Arab Emirate

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## PROFESSIONAL SUMMARY

Dedicated accountant with 7+ years of ensuring compliance and accuracy across financial records. Proficient in handling accounts, financial reports, and ERP systems to enhance process efficiency. Skilled collaborator and mentor, focused on providing exceptional service and maintaining transparency.

## WORK HISTORY

**Accountant-** 12/2021 – 07/2024

**AEROCONTROL GROUP DWC, LLC., DUBAI, UAE.**

- **Journal Entries & General Ledger Management:**  
Prepare and post journal entries for all business transactions, including accruals, prepayments, and adjustments.  
Ensure accurate classification of transactions according to the chart of accounts.  
Regularly update and manage the general ledger using ERP Focus Software.
- **Invoice & Payment Processing:**  
Review, verify, and process supplier invoices, ensuring accuracy and authorization.  
Execute payment runs, including checks and wire transfers.  
Follow up on invoices and refunds from suppliers.
- **Account Reconciliation:**  
Reconcile company credit card and bank accounts with 100% accuracy.  
Investigate and resolve discrepancies between bank statements and ledger balances.  
Ensure sub-ledgers (AP/AR) are reconciled accurately with the general ledger.
- **Expense Management:**  
Oversee non-operational expenses, including office supplies, petty cash, and vendor invoices, ensuring timely payments.
- **Financial Reporting:**  
Prepare and submit monthly financial reports, detailing cash availability and reconciled supplier invoices.
- **Compliance & Documentation:**  
Maintain proper documentation to support tax filings and audits.  
Ensure all financial transactions comply with legal and regulatory standards.
- **Collaboration & Mentorship:**  
Work closely with other departments to provide financial insights and support.  
Mentor junior accounting staff on best practices and assist senior staff in improving accounting processes.
- **Customer & Vendor Management:**  
Establish and maintain vendor relationships, resolve payment issues, and manage customer payments.
- **Additional Support:**  
Manage incoming calls and emails, distributing relevant information.  
Contribute to maintaining quality and customer confidence by delivering excellent service.

**Account & Admin Officer-** 08/2021-11/2021

**TALL PINE SCHOOL, PAKISTAN**

- Managed financial records, prepared management reports, and processed payments and payroll.

- Issued fee vouchers, ensuring accuracy in collection before the due date.
- Handled petty cash for daily and monthly use and managed administrative activities including housekeeping, repairs, and events.
- Provided excellent customer service to maintain the school's high reputation.
- Monitored office inventory supplies and reordered as necessary.
- Organized meetings and events, ensuring professional results.

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**Accountant-** 01/2021 - 07/2021

**ONE 4 ALL CREATIVE SOLUTIONISTS, PAKISTAN**

- Handled all account transactions, including issuing proposals and invoices to clients and recovering receivables in advance and on a monthly basis.
- Prepared monthly accounting reports for management and payrolls.
- Maintained expenses and bank statements on a daily and monthly basis.

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**Accountant-** 03/2020 - 11/2020

**RAVI RESTAURANT, UAE**

- Maintained accounts, recorded cash and bank transactions, and prepared VAT files and salaries with overtime allowances.
- Managed daily cash flow, expenses, and petty cash, ensuring timely payments to suppliers.
- Prepared monthly profit and loss reports and managed restaurant staff and shift duties.

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**Account Admin-** 03/2017 - 10/2019

**INDUSTRIAL TRADING & ENGINEERING CORPORATION, PAKISTAN**

- Prepared account entries created financial reports, managed cash flow and expenses for all divisions (Tsudakoma, Circutor and Farm360).
- Controlled and maintained inventory records and report discrepancies and issue.
- Reconciled bank statements, calculated payrolls, and allowances.
- Followed up on receivable and payable accounts, resolved disputes and Generate SOA.

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**Accountant-** 02/2016 - 02/2017

**M-TECH INTERNATIONAL, PAKISTAN**

- Maintained accounting records and updated books of accounts.
- Verified and prepared payment, credit, and debit vouchers, and reconciled bank accounts and credit cards.
- Prepared receivables reconciliation, followed up on overdue balances, and calculated monthly payrolls and overtime.
- Prepared regular management reports and handled petty cash for daily activities.

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**SKILLS**

- **Financial Management:** Expense management, invoice processing, petty cash handling
- **Reporting:** Monthly financial reports, cash availability tracking
- **Compliance:** Adherence to legal and regulatory requirements, documentation
- **Collaboration:** Cross-departmental coordination, payment processing
- **Customer Service:** Handling customer payments, maintaining confidentiality
- **Technical Skills:** Proficiency with MS Office (Excel, Word, Outlook) and accounting software's (Focus, Ecount, Akonto , QuickBooks and Peach-tree , Oracle Micros POS System).

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**EDUCATION**

**Bachelor of Commerce - Punjab University, Pakistan, 12/2009 - 01/2012**

**MSc (Accounting & Finance) - NCBA&E , Pakistan, 01/2014 - 01/2016**

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**LANGUAGES**

**English:**

**Urdu:**

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**REFERENCES**

References available upon request.