

Nabeel Javaid

PROCUREMENT | SALES | ACCOUNTS

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Driving License: United Arab Emirates (4451034)

Current Location: Dubai, UAE

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PROFILE/ STRENGTH & SKILLS

I am an organized, honest, responsible hard working person. I am a capable, adaptable and a flexible person who is looking forward to learn new working skills and methods in order to gain experience that can be used in a career in the near and distant future. I am a mature, self-motivated, confident, and an ambitious person always committed to deliver high standards. I am capable of working unsupervised with self-co-ordination in order to achieve the targets required by the employer. I am a person who has a remarkable proven ability to work under pressure, to plan and priorities work. Professionalism and punctuality are my main features.

Objective is to work in an exciting and professional environment of the organization with personal development and growth possibilities and to achieve company's goal through professional ethics, sincere commitment and hard work.

PROFESSIONAL EXPERIENCE

Accountant

Hussain Ali Tilal Transports by Heavy & Light Trucks, Dubai, UAE

Responsibilities

- Provide financial reports and interpret financial information to managerial staff.
- Maintain the financial health of the organization.
- Conduct reviews and evaluations for cost-reduction opportunities.
- Oversee operations of the finance department, set goals and objectives, and design a framework for these to be met.
- Manage the preparation of the company's budget.
- Lease with auditors to ensure appropriate monitoring of company finances is maintained.
- Correspond with various other departments, discussing company plans and agreeing on future paths to be taken.

Finance & Procurement Manager

Project Managers Engineer, Constructors & Fabricators, Karachi, Pakistan

Finance Responsibilities

- Provide financial reports and interpret financial information to managerial staff.
- Maintain the financial health of the organization.
- Analyze costs, pricing, variable contributions, sales results and the company's actual performance compared to the business plans.
- Oversee operations of the finance department, set goals and objectives, and design a framework for these to be met.
- Manage the preparation of the company's budget.
- Lease with auditors to ensure appropriate monitoring of company finances is maintained.
- Correspond with various other departments, discussing company plans and agreeing on future paths to be taken.

Procurement Responsibilities

- Devise and employ fruitful sourcing strategies.
- Discover the most profitable suppliers and initiate business partnerships.
- Negotiate with external vendors to secure the most advantageous terms.
- Approve the ordering of necessary goods and services.
- Finalize details of orders and deliveries.
- Examine and re-evaluate existing contracts.
- Track and report key functional metrics to reduce expenses and improve effectiveness.
- Collaborate with key persons to ensure the clarity of the specifications and expectations of the company.

- Foresee alterations in the comparative negotiating ability of suppliers and clients.
- Anticipate unfavorable events through analysis of data and prepare control strategies.
- Perform risk management regarding supply contracts and agreements.
- Control spend and build a culture of long-term saving on procurement costs.

Accountant

Masooma Travels LLC, Dubai

Responsibilities

- Prepare, examine, or analyze accounting records, financial statements, or other financial reports to assess accuracy, completeness, and conformance to reporting and procedural standards.
- Develop, implement, modify, and document recordkeeping and accounting systems, making use of current computer technology.
- Report to management regarding the finances of establishment.
- Establish tables of accounts and assign entries to proper accounts.
- Develop, maintain, and analyze budgets, preparing periodic reports that compare budgeted costs to actual costs.
- Prepare forms and manuals for accounting and bookkeeping personnel and direct their work activities.

Accountant

Humayun (Pvt) Ltd, Karachi, Pakistan

Humayun (Pvt)Ltd has business in Restaurant, Marriage Halls, and Rental & Advertisement. Integrated Accounts section is handling both supplier & client side of SBU.

Responsibilities

- Draft financial statements and support financial schedules.
- Prepare and analyze revenues, and expenses, and Bank reconciliation.
- Managing tax audits, and preparing returns.
- Documenting and monitoring internal controls, coordinating with CFO.
- Handling bank affairs for both Supplier & Client side.
- Managing Imports for Cold Storage Products.
- Managing accounts for sale promotional activities.
- Preparing budget and Involved in corporate financial decisions.
- Resolving accounting issues and approving major expenses.
- Monitor cash reserves and investments.
- Providing accurate financial information to colleagues and senior managers.
- Prepare monthly and quarterly financial statements.
- Prepare and reconcile bank statements.
- Effective Cash Flow Management.

QUALIFICATION

Particulars	Institute	Year
CIA	The Institute of Internal Auditor	2014
B.Com	University of Karachi	2008

OTHER SKILLS & ACHIEVEMENTS

- Preparing Financial Statements, Accounts Receivables & Payables
- Managing Payroll and employees benefit
- Experience in Auditing
- MS Office (Excel, Word, & Power Point) and ERP applications in Oracle, & SAP, and Peach Tree software

Personal Information

Father Name: Muhammad Javaid
Religion: Islam
Marital Status: Married

Date Of Birth: Nov 07, 1984
Alternative Mobile: +92-322-2972578
Language: English, Urdu, Hindi

REFERENCE

Will be furnished on demand.

