

Zohaib Ali Shah (Senior Accountant)

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Nationality: Pakistani

Age: 29

Visa Type: Work Visa (Transferable)

Address: Al-Riyadh, KSA



Profile Summary

Accomplished, innovative, and versatile professional accountant with a performance history of 7 years of comprehensive practice in diverse industries to escalate business objectives and ignite rapid growth globally. Business acumen and strong analytical skills for strategic direction to magnify wealth. Skilled in Financial Accounting & Reporting, Budgeting, Accounts Payable/Receivable, and VAT with exemplary interpersonal skills.

Work Experience

1. Lotus Flower, Dubai UAE (Senior Accountant/Inventory Manager, Oct 2021 – Nov 2024)

Reported directly to the CFO

Key Responsibilities:

- Head of Material Stock & Costing, Accounts Payable & Receivable
- Head of Reporting, Tax, Budgeting & Planning (IFRS & GAAP compliance)
- Control over Petty Cash
- External Audit Responsibilities

Head of Material Stock:

- **Inventory Management:** Maintain accurate records of stock levels, organize storage, ensure proper labeling, and perform regular audits to avoid discrepancies or shortages.
- **Stock In/Out Control:** Oversee receiving and issuing of materials, verify quantities and quality, update records in inventory systems, and ensure all movements follow proper documentation.
- **Costing and Valuation:** Track purchase prices, apply FIFO or relevant costing methods, generate stock valuation reports, and assist in financial audits and budgeting.
- **Purchase Demand Planning:** Monitor stock levels, raise purchase requisitions for low or critical items, and coordinate with the procurement team to ensure timely replenishment.
- **Supplier Coordination:** Follow up on purchase orders, verify supplier deliveries against requirements, and report any delays, discrepancies, or quality issues to management.

Accounts Payable & Receivable:

- Processed vendor payments as per schedule
- Prepared aging reports for debtors and creditors
- Monitored and controlled local & international sales and recoveries
- Maintained and reconciled debit/credit notes

Reporting:

- Prepared and reviewed monthly accounts and financial statements
- Maintained ledgers and reconciliations (vendors & banks)
- Posted daily transactions and closing entries
- Reviewed and managed FAR monthly
- Handled monthly bank reconciliations and adjusting entries

Petty Cash:

- Managed petty cash for daily operational expenses, Prepared and disbursed employee salaries, Prepared cash flow statements

Annual Audits:

- Coordinated with external auditors for compliance and audits
- Provided financial documentation and reports for review

2. Juma Ali Hassan Constructions, Lahore Pakistan (Senior Accountant, Jan 2021 – Sep 2021)

Reported directly to CEO

Responsibilities:

- **Project Cost Tracking:** Monitor and record costs for materials, labor, equipment, and subcontractors for each project.
- **Progress Billing & Invoicing:** Prepare and process client invoices based on project milestones or percentage of work completed.
- **Retentions & Advance Payments:** Maintain records of retentions and advances as per contract terms, and follow up according
- **Reconciliation & Reporting:** Perform bank reconciliations, track project expenses vs. budget, and generate financial reports.
- **Accounts Payable & Receivable:** Manage payments to vendors, subcontractors, and ensure timely collections from clients.
- **Payroll Management:** Handle payroll for site workers, ensuring compliance with labor laws and proper documentation of hours worked.

3. Vision Technologies Corp. Pvt Ltd, Sialkot Pakistan (Assistant Finance, Jul 2017 – Jun 2020)

Reported to Financial Manager

Responsibilities:

- Managed cash operations
- Headed accounts payable
- Maintained Fixed Asset Register (FAR)
- Prepared cash flow statements

Skills

- Financial Accounting & Reporting
- IFRS & GAAP Compliance
- Business Process Improvements
- Taxation (Income Tax & VAT)
- Budgeting & Forecasting
- Accounts Payable Management
- Financial Analysis
- Software: Odoo, SAP, Tally, QuickBooks, Peachtree
- Microsoft Excel, Microsoft Word
- Professional Email Communication

Education (17 Years)

- **LLB (Business Law)** – Punjab University, 2021
- **B. Com** – Punjab University, 2015
- **I.Com** – Gujranwala Board, 2013

Other Information

- **Languages: English, Urdu, Hindi**
- **Driving License: Pakistan, UAE**
- **Marital Status: Married**
- **Reference available upon request**