



## YASIR ANIS

Date of birth: 20/10/1985 | **Nationality:** Pakistani | **Gender:** Male | (+971) 525304783 |

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### PROFESSIONAL SUMMARY

#### Accountant

Detail-oriented **Accountant** with **8+ years** of extensive experience maintaining accurate accounting information for large-scale financial organizations. Familiar with **managing schedules, directing teams**, and overseeing **closing processes**. Well-versed in **Financial Forecasting, Account Reconciliation, Managing Budgets, Financial Analysis**, and **Report Writing**. Exceptional interpersonal, communication, and multitasking abilities.

### WORK EXPERIENCE

01/2020 – CURRENT – Abu Dhabi, United Arab Emirates

#### ACCOUNTANT – AL ARABIA DELIVERY SERVICES

- **Managed financial information**, coordinating with other accounting staff.
- Processed information quickly and efficiently.
- **Reviewed documents** and input information accordingly, ensuring all information was accurate.
- **Identified** and fixed **accounting mistakes** on all forms.
- Build and maintain strong, long-lasting **client relationships**.
- **Negotiate contracts** and close agreements to maximize profits.
- Clearly communicate the progress of **monthly/quarterly initiatives** to internal and external stakeholders.
- **Develop new business** with existing clients and/or identify areas of improvement to meet sales quotas.
- **Prepare reports** on account status.

01/2018 – 01/2020 – Abu Dhabi, United Arab Emirates

#### DATA ENTRY OPERATOR – AL ARABIA

- **Verified documents and associated records** to catch and resolve discrepancies.
- **Compiled and analysed data** using Microsoft Excel and Access.
- **Gathered data to create Excel spreadsheets** for budget and inventory management.
- **Maintained office files** in both electronic and hard copies.
- **Wrote reports and correspondence** from dictation and handwritten notes.
- **Entered data into Salesforce quickly** and accurately.
- **Supported range of teams** from business development to HR.
- **Aided senior leadership during executive decision-making process** by recommending corrective actions and improvements to company operations.

01/2014 – 01/2018 – Islamabad, Pakistan

#### ACCOUNTANT – ISLAMABAD FEED MILL PVT LTD

- **Perform monthly, quarterly, and annual accounting** activities including **reconciliations of bank and credit card accounts**.
- Completion of **annual audits, and reviewing financial reports**/support as necessary.
- **Analyze and report on financial status** including income statement variances, communicating financial results to management, budget preparation, and analysis.
- **Improve systems and procedures** and initiate corrective actions.
- **Oversee taxes** and abide by federal regulations.
- **Reconcile invoices** and identify discrepancies.
- Create and update **expense reports**.
- **Enter financial transactions** into internal databases.
- **Check spreadsheets** for accuracy.
- Maintain **digital and physical financial records**.
- Review and file **payroll documents**.

01/2013 – 01/2014

- **Provides financial information** to management by researching and analyzing accounting data; **preparing reports**.
- **Prepares asset, liability, and capital account entries** by compiling and analyzing account information.
- **Documents financial transactions** by entering account information.
- **Summarizes current financial status** by collecting information; **preparing balance sheet, profit and loss statement**, and other reports.
- **Displayed strong customer service skills** with professional telephone manner to resolve customer inquiries.
- Maintained office files in both electronic and hard copies.
- Received and screened high-volume **internal and external communications, including calls, email, and mail**.
- **Trained junior team members on administrative processes**, company requirements, and performance strategies.
- **Investigated daily variances** uncovered in reports and corrected errors to resolve discrepancies.
- Communicated with suppliers to **reconcile invoice payments**.

United Arab Emirates

**ACCOUNTANT** – SAJWANI EXCHANGE LLC

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- Substantiates financial transactions by **auditing documents**.
- **Filed tax returns and prepared governmental reports** in compliance with strict standards.
- **Maintains accounting controls** by preparing and recommending policies and procedures.
- **Accurately documented all cash, credit, fixed assets**, accrued expenses, and line of credit transactions.
- **Guides accounting clerical staff** by coordinating activities and answering questions.
- **Reconciles financial discrepancies** by collecting and analyzing account information.
- Secures financial information by **completing database backups**.
- **Prepares payments by verifying documentation**, and requesting disbursements.
- **Answers accounting procedure questions** by researching and interpreting accounting policy and regulations.

## ● **JOB HIGHLIGHTS**

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### **Gained Knowledge In-**

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- Preparing accounts and tax returns
- Administering payrolls and controlling income and expenditure
- Auditing financial information
- Compiling and presenting reports, budgets, business plans, commentaries, and financial statements
- Analyzing accounts and business plans
- Providing tax planning services with reference to current legislation
- Financial forecasting and risk analysis
- Dealing with insolvency cases
- Negotiating the terms of business deals and moves with clients and associated organizations
- Meeting and interviewing clients
- Managing colleagues, workloads, and deadlines.
- Maintain payment voucher daily biases. Data entries daily income and expenses Profit and loss statement cash inflow and outflow maintain.
- Sales Summary reports, Purchase summary reports,
- Profit & Loss Analysis, Cash in & outflow management, Staff salary maintain at the end of the month, Stock receiving report, Production report, Sale report,
- Maintain cash payment & cash receipts vouchers bank payment & receipts vouchers, Amounts collected from customers, Customer records maintain.

## ● **CERTIFICATIONS**

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- **Certified professional computer course Tally ERP-9 Institute of Information Technology & Management (Two-month)**
  - **Certified computer skills in Abuzar software at Kausar Medicos (Two-month)**
  - **Certified computer skills in MS office Institution of NICON Rawalpindi (Two-month)**
  - **Certified computer skills in MS Office institution of HOPE Rawalpindi (Two-month)**
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## ACCOMPLISHMENTS

- Research Paper accepted in International Conference, IRCMET Bangkok, Thailand.

## NOBLE SOFTWARE EXPERTISE

### Expertise in-

- Financial Accounting Configuration & Organization in Financial Accounting & Financial Management
- Sales A/R Sales (Accounts Receivable) and Configuration
- Purchase A/P Configuration & Management of Purchases (Accounts Payable)
- Inventory Managing of inventory, Warehouses.
- Business Partners Managing the data of Firm's Suppliers/Vendors
- Banking Management Configuration & Management of Firm's Bank Accounts (Firm's House Bank & Other Banks)
- Reports Advanced Functions of Report Writer
- SAP Tax Configuration of Taxes & Implementation of taxes according to policies

## EDUCATION AND TRAINING

2012 – Pakistan

**MBA, FINANCE/ACCOUNTS** – Riphah international University

2009 – Rawalpindi , Pakistan

**B.COM, ECONOMICS/BUSINESS LAW/ACCOUNTING** – Punjab College of commerce

2007 – Pakistan

**I. COM, COMMERCE/ACCOUNTING/BANKING** – Pakistan Advance College of Excellences

2005 – Pakistan

**MATRIC, PHYSICS/CHEMISTRY/COMPUTER** – Jinnah Public school Mankiala Station

## SKILLS

• Financial reporting specialist • ERP software • MS Office Suite • Pivot tables • Accounts Payable and Receivable (AP/AR) • Cash Flow analysis • Advanced bookkeeping skills • Intuit QuickBooks specialist • Account reconciliation • Project budgeting

## COMPUTER COURSES

### Completed-

- Two-month professional computer course Tally ERP-9 Institute of Information Technology & Management.
- Two-month computer skills in Abuzar software at Kausar Medicos.
- Two-month computer skills in MS office Institution of NICON Rawalpindi.
- Two-month computer skills in MS Office institution of HOPE Rawalpindi.

## PASSPORT DETAILS

**Visa Type: Employment Visa**

Passport No.: BD1714313

Date of Issue: 15/03/2022

Date of Expiry: 13/03/2032