



Aadir Jabbar

<https://www.linkedin.com/in/aadir-jabbar-acca-45000912b/>

Phone: +92 334 4146450

Email: aadirjabbar789@gmail.com

Nationality: Pakistani

Age: 34

Gender: Male | Married

CAREER SUMMARY

A self-motivated, competitive and passionate professional with over 5 years' experience in Accounts Receivable, Accounts Payable, General Ledger Accounting and Finance Analysis. Qualified ACCA Member with effective communication skills along with strong leadership and problem solving abilities.

WORK EXPERIENCE

Accounts Executive | Treet Group of Companies

Sep 2017- Till Date

Treet Group is manufacturer of Blades, Corrugated packaging, soaps, dry batteries and motorcycles.

- Opening and allocation of item codes in Oracle E-Business Suite.
- Performing physical stock take and updating inventory on monthly basis.
- Generating sales tax invoices for customers against completed dispatch report. Ensuring that invoices are generated with accurate quantity and correct tax calculation.
- Booking of all customer receipts received by cheque or bank drafts.
- Maintaining customer accounts comprising invoice report, collection report and outstanding report.
- Preparing per kg contribution report on daily basis. Assist Chief Accountant in analyzing reason of low contributions and analytically reviewing product variants with previous months.
- Reconciliation of bank statements on monthly basis.
- Issuance of credit and debit notes against damaged goods, excess dispatched quantity and incorrect tax deduction.
- Monitoring customer account details for non-payment, delayed payments, other irregularities and resolving payment discrepancies.
- Responsible for preparing Monthly comparison Reports for senior management. Assist them in Analyzing Company's Financial Performance.
- Responsible for processing logistics expenses. Sorted out reason of delay in processing. Successfully removed all errors of pending bills and assisted company in setting up new system to avoid delay in future payments.

- Preparing monthly provision of various expenses using estimates and performing variance analysis of budgeted and actual expense incurred.
- Responsible for posting general ledger entries. Assist Chief Accountant in preparing monthly general ledger reconciliation.
- Reviewing of Raw Material Ledger to identify Rebate, Consumption, Discounts etc. and then making a Summary Report for Chief Accountant.
- Responsible for making weekly and monthly Raw Material Summary and production Activity Report.
- Making Various Financial statement analysis e.g. Receivable recovery days, Payable days, Inventory turnover, Working Capital cycle etc.

Internee Finance | Packages Limited

July 2017- Sep 17

Packages Limited is the oldest and largest Packaging Company of Pakistan.

- Preparation of cash vouchers and cheque vouchers.
- Understood how the company invest its employee's gratuity, provident fund and pension funds.
- During my work in treasury section, I learned about management of over drafts, running finance and daily reports presented to higher management.
- Carried out quarterly stock intake.

Internee Internal Audit | Packages Limited

Jan 2016- Feb 2016

- Conducted verification of material written off against supporting document.
- Sorted out reason of late entries in SAP for material received.
- Assisted in the preparation of variance analysis report.
- Reviewed general ledger entries to identify error in description and then rectify those errors.

Internee Finance | DIC Pakistan Limited

Sep 2015- Dec 15

DIC Pakistan Limited is the leading manufacturer of quality printing inks in Pakistan.

- Physically verified companies fixed assets
- Prepared report of employee's overtime data for the year.
- Assisted in filing monthly sales tax return.
- Reviewed general ledger to identify error in description and then rectify those errors.
- SAP posting related to invoicing of imported raw material and clearance of general ledger through knocking off entries.

EDUCATION

Association of Chartered Certified Accountants | Mar-2017

ACCA Member

SKILLS

Accounting and Finance, Management Reporting, Financial analysis, Oracle E Business Suite, MS Office.