

Nasir Kamal Bhatti

Professional Résumé

Date of Birth: 09 - JUL - 1978

Email(s): nasirkbhatti1978@yahoo.co.uk
nasir_kamal@hotmail.com

Contact: (+971) 56-4590-227

Add: DEIRA DUBAI, UAE.







Objective: Seeking to join an organization challenging position in the field of Accounts & Finance in order to help the organization in becoming financially strong and developing it's corporate image and improving my quantitative skills

Professional Career Summary:

Education : ACCA-II, M. Com. (1st Div.) B.Com

Work Experience : Approximately 21 Years & 6 months Practical Working Experience

<u>Duration</u>	<u>Organizations & Designation</u>	<u>Organization Type</u>
From May-2022 to Cont.... 	Golden Sands Abrasive L.L.C - UAE As Finance Manager	Manufacturing Trading
FEB-18 TO MARCH-22 	Management Services Proponent (PVT) LTD., State Life Society Kamahan, Lahore. As Manager Accounts & Finance & Taxation	Customized Solution
JAN-13 TO NOV-17 	Aref Sadeq Design Consultant.(Group of Companies) MAHOZ, Manama Bahrain as Finance Manager.	Group of Companies
MAY-10 TO DEC-12 	SYED JUNAID ALAM W.L.L. SITRA Manama Bahrain as Senior Accountant	Manufacturing & Trading
Nov-2008 to April-2010 	Danube Company Ltd., as Assistant Manager Finance & Accounts, Jeddah, Saudi Arabia	Trading & Hypermarkets
Jan-2001 to Jan-2006 	Orient Group of companies, as Sr. Asst. Manager Finance & Accounts , Lahore, Pakistan	Manufacturing & Trading
Aug-1996 to Aug-1998 	MIMA Cotton Mills Ltd, as Internal Auditor & Accounts Officer, Lahore, Pakistan	Spinning Units

Work Experience	
<u>Fields of Working Area</u>	<u>Briefly Description Performance</u>
Accounting Cycle	Worked and performed duties to complete the accounting cycle from Quotation to Final Accounts
Financial Statements	Having the experience to Finalize the Accounts, as Pre-Audit File and complete Audit File. Book maintaining up to Balance Sheet.
Audit	Deliver the complete audit to auditors , submitted the Internal Audit Report to Management, Successfully & Independently handled the audit of Limited Company and W.L.L Company
VAT	Working on VAT, Returns, Fillings
Expenses	Worked and controlled the expenses of company and stabled the company on Break Even Point.
Payments	Introduced and implemented Buffer Payment system to stabilize the payments with respect to turn over
Software	Worked in JDA, Peachtree, Quick Books, EDP, Lotus 123, FoxPro Base Software, Power Point, Paint Brush, In-page,
Computer Skills	Word Processing, Software Presentation, Outlook Express, Spread Sheets, Power Point Presentations , (All in excellent working)
Extra Working Abilities	Budgeting & Forecasting, Database FoxPro Management, Financial Analysis Tools, Power Point Presentation.
Reconciliation	Inter Shops/Branch Reconciliation, Bank Reconciliation, Debtors & Creditors Reconciliations, Pay Roll & OT Reconciliations.
Admin. & HR.	Worked in Administration & Human Resource Department, handling employee's payroll, Hiring & Firing Procedure, employees record for visas renewal, passports renewal, complete record, OT calculation, Reconciliation, Full & Final Settlement and all related matters independently.
Certifications & Courses	ACCA-II, National Cadet Course, Computer Software Courses, Windows97-2000, MSOffice, MS-Dos , Typing Course, E-Commerce , Freelancing Courses (E-Commerce & Free Lancing)
ACHEIVEMENTS	Implementation of FoxPro Data Base Software, Buffer Payment System, Settling the 4 Years previous account, Stabilizing the Company on Break Even & Increasing in Sales Managed and Organized the Kuwait International Exhibition from 21 st -March-2012 to 1 st -April-2012 for Syed Junaid Alam W.L.L, & having an attractable sales and turnover of exhibitions.

Professional Certification & Academic Education				
Sr.	Certification / Degree	Institution / University	Specialization / Major	Passing Year
1	ACCA-II	Online Attempion of Two Parts	First Two Parts of ACCA	2001
3	M.Com	University of Balochistan, Quetta, Balochistan	Accounting & Auditing	2000
4	B.Com	Govt. College of Quetta, Sirab Road, Quetta	Commerce	1997
5	Intermediate	Federal Govt. Degree College, Quetta Cantt.	General Science	1994
6	Matriculation	Federal Govt. Boys High School, Quetta Cantt	Science	1992

Social Membership & Co-curricular / Leisure Activities

Sr. Description of Activities

- | | |
|---|--|
| 1 | Reading Books, General Knowledge Business, Law & Taxation, and Daily Newspaper |
| 2 | Playing Badminton , Table Tennis & Chess |

Personal Information

Father's Name:	Altaf Hussain Bhatti
Marital Status:	Married
Religion:	Islam
Passport No:	AG-3177494 (Expires on 07-09-2030)
Emirat's ID#	784-1978-7131180-5 (Expires on 14-06-2024)
Driving License	Kingdom of Bahrain (Bahraini)
Nationality:	Pakistani