

NOMAN ALI

Accountant cum Admin

📞 +971 52 868 8982 ✉ alin65223@gmail.com 📄 Visa Status: Residence Visa 📍 Dubai, UAE
★ Valid UAE Driving License



SUMMARY

Detail-oriented Accountant cum Admin with strong experience in accounting, finance operations, accounts receivable, accounts payable, bank reconciliation, cash management, payroll support, invoicing, logistics reporting, and office administration. Experienced in maintaining accurate financial records, processing day-to-day transactions, monitoring cash flow, reconciling accounts, and supporting efficient administrative operations. Proficient in Odoo, QuickBooks, Tally, ERP systems. Strong knowledge of financial documentation, expense monitoring, payroll processing, customer account management, and reporting. Recognized for accuracy, time management, attention to detail, confidentiality, and the ability to coordinate effectively across finance, operations, logistics, and administrative departments.

EXPERIENCE

Accountant

DSB For Ships & Boats Repairing Co. LLC

📅 12/2025 - 06/2026 📍 Dubai, UAE

- Managed daily accounting and cash flow activities to support smooth financial operations and maintain accurate transaction records.
- Oversaw Accounts Payable and Accounts Receivable, ensuring invoices, payments, customer balances, and supplier transactions were processed accurately and on time.
- Performed regular and monthly bank reconciliations, investigating discrepancies and maintaining accurate bank and ledger balances.
- Processed and monitored customer payments while responding to customer inquiries and resolving payment-related issues.
- Collected customer cheques, maintained supporting documentation, and ensured timely bank deposits and transaction recording.
- Monitored operational and administrative expenses, supporting cost control and identifying opportunities to improve financial efficiency.
- Maintained organized accounting documentation and financial records to support reporting, reconciliation, and audit requirements.
- Coordinated with customers, internal departments, and management regarding outstanding payments and financial transactions.
- Supported day-to-day finance operations by ensuring timely processing and accurate recording of financial activities.

Assistant Accountant

AI Ghussun Adv LLC / Noor UI Qamar LLC

📅 09/2022 - 11/2025 📍 UAE

- Managed daily cash flow and cash management activities, ensuring accurate tracking of receipts, payments, and financial transactions.
- Oversaw Accounts Payable (AP) and Accounts Receivable (AR), ensuring timely processing of invoices, payments, and outstanding balances.
- Performed monthly bank reconciliations, reviewed discrepancies, and maintained accurate financial records.
- Handled customer payment inquiries, resolved account-related issues, and followed up on outstanding receivables.
- Monitored business expenses and supported cost-control and operational efficiency initiatives.
- Collected customer cheques, maintained supporting documentation, and ensured timely bank deposits.
- Prepared employee salary details and calculated overtime, supporting accurate and timely payroll processing.
- Maintained office supplies and coordinated administrative requirements to ensure uninterrupted daily operations.
- Managed document filing, recordkeeping, financial documentation, and report preparation to maintain organized records.
- Coordinated with finance, administration, and other departments to support smooth day-to-day business operations and timely completion of accounting and administrative tasks.

Accounts & Logistics Officer

Jahangir Packages Private Limited

📅 11/2019 - 07/2022 📍 Pakistan

- Prepared and issued accurate customer invoices, ensuring timely billing and proper supporting documentation.
- Updated and maintained daily accounting records, including financial transactions, customer accounts, and payment information.
- Managed and monitored Accounts Receivable (AR) and Accounts Payable (AP) to support effective cash flow management.
- Performed bank reconciliations and reconciled customer accounts and financial documents to ensure accuracy and resolve discrepancies.
- Entered and maintained financial and operational data within the ERP system, ensuring accurate and up-to-date records.
- Prepared and delivered Daily Dispatch Reports and Daily Production Reports to support operational monitoring and management decision-making.
- Generated Monthly Stock Reports and conducted Deadstock Assessments to support inventory control and identify slow-moving or inactive stock.
- Conducted Freight Rate Analysis and prepared Monthly Sales Return Analysis, providing management with critical insights for cost control, logistics planning, and business decision-making.

Junior Accountant

Beaconhouse School

📅 01/2018 - 10/2019 📍 Faisalabad, Pakistan

- Maintained accurate and up-to-date financial records, ensuring proper documentation and compliance with internal accounting procedures.
- Assisted in budget management, expense monitoring, and financial planning to support effective utilization of school resources.
- Processed monthly payroll accurately, ensuring timely salary payments and proper maintenance of payroll records.
- Managed Accounts Receivable (AR) and Accounts Payable (AP), monitoring outstanding balances and supporting effective cash flow management.
- Prepared detailed monthly financial reports, account summaries, and supporting schedules for management review and decision-making.
- Performed account reconciliations and verified financial transactions to identify and resolve discrepancies.
- Collaborated closely with the finance team to ensure compliance with financial policies, accounting procedures, and applicable financial regulations.

EXPERIENCE

Administrative Assistant

Allied School

01/2016 - 10/2017 Faisalabad, Pakistan

- Processed invoices, payments, petty cash transactions, and supporting financial documentation while maintaining accurate records.
- Assisted with budget tracking, expense monitoring, and preparation of expense reports to support effective financial control.
- Ordered, received, maintained, and distributed office and classroom supplies to ensure uninterrupted daily operations.
- Maintained and updated student records, attendance registers, staff files, and other confidential administrative documents.
- Provided day-to-day administrative support to teachers and school administrators, coordinating operational and documentation requirements.
- Managed document filing, recordkeeping, correspondence, and general office administration to ensure efficient and organized school operations.

EDUCATION

Master of Commerce (M.Com) – Finance

Government College University

2016 - 2018 Pakistan

Bachelor of Commerce (B.Com) – Accounting

Government College University

2014 - 2016 Pakistan

CERTIFICATIONS

Microsoft Excel

Manual Accounting

KEY ACHIEVEMENTS

Maintained accurate financial and administrative records, supporting reliable reporting and smooth day-to-day operations.

Strengthened accounts receivable, accounts payable, and bank reconciliation processes through consistent transaction monitoring and documentation.

Supported timely payroll, invoicing, cheque collection, and payment processing, ensuring efficient finance operations.

Improved management reporting and operational visibility through regular dispatch, production, stock, freight, and sales return analysis

STRENGTHS

Financial Accuracy

Strong ability to maintain accurate accounting records, reconcile financial transactions, and ensure proper documentation.

Time Management

Capable of managing multiple accounting and administrative responsibilities while meeting reporting and payment deadlines.

Analytical Skills

Experienced in reviewing financial information, monitoring expenses, reconciling accounts, and preparing operational reports.

Administrative Coordination

Effective at coordinating with different departments, maintaining documentation, managing office requirements, and supporting smooth operations.

SKILLS

Core Competencies

General Accounting	Accounts Payable (AP)	Accounts Receivable (AR)	Bank Reconciliation	Cash Flow Management
Cash Management	Invoice Preparation & Processing	Payment Processing	Customer Account Management	
Vendor Account Reconciliation	Financial Record Maintenance	Payroll Processing	Overtime Calculation	
Expense Monitoring & Control	Petty Cash Management	Cheque Collection & Bank Deposits		

Technical Skills

Accounting & ERP: Odoo, QuickBooks, Tally, ERP Systems, Accounting Software

LANGUAGES

English - Proficient

Urdu - Native