



ADNAN GOHAR (Accountant)

Mobile No: 053-4605753

Email ID: adnangoharawan718@gmail.com

Address KSA: Riyadh, KSA

Date of Birth: 13-03-1995

Marital Status: Married

Iqama : Transferable

Professional Objective:

To pursue a long term professional relationship with a leading organization that enables me to further enhance, strengthen and apply knowledge and experience attained coupled with an aim to contribute positively towards the organization's work ethics to the best of my expertise.

Expertise: (In My Total Professional Experience)

- Accounts Payable / Receivable
- Bank Reconciliation / Credit Cards
- Invoicing & Payments
- Microsoft Excel
- Sinmar software
- X Store (POS)
- Retail Pro (POS)
- Store Operations

As a Accountant at Folath Al Arabiah Trading Company Saudi Arabiah Al Riyadh

Jan 2024 to My 2024

Organization Portfolio:

Folath For Trading was founded by Ayed Abdulaziz Al Aklabi and Emdadul Haque while they were trying to start something new to the community. They incorporated Folath For Trading as a privately held company in 1998 under the law of Kingdom of Saudi Arabia. For the past 16 Years company dealing with the procurement and trading of ferrous and non-ferrous metals. By doing so, it caters to the needs of many international manufacturers and Industries all over the world.

Responsibilities:

- Controlling of documents.
- Recording of Supplier Invoices & Petty Cash Invoices.
- Having the responsibility to ensure that all invoices are matching with SCM after making the reconciliation between SCM & Sinmar on daily & monthly basis.
- Preparing & Analysis of Variance report.
- Reviewing the Daily & Monthly sale invoices.
- Having the responsibility to prepare the Ageing Report on the weekly basis

As a Accountant at BATA PAKISTAN (PVT) LTD

NOV 2021 to DEC 2023

Organization Portfolio

Bata Pakistan (Pvt) Ltd is a engage in the manufacturing and sale of footwear of all kinds along with the sale of accessories and hosiery items company operate four segments. Retail, Wholesale, Export, and others. Bata Pakistan is serving its valued customers through a strong network comprising of more then 500+ Retail outlets.200 registered wholesale dealers, 10 sales offices, 9 distributers & 5 wholesaler across the country.

Responsibilities:

- Prepare Bank reconciliation.
- Petty Cash account's handling.
- Prepare all payment vouchers.
- Supplier reconciliation & process payment.
- Recording of Payment.
- Handling of Account Payable A/C.
- Check Stock statement and Cash statement.
- Controlling of documents.
- Printing of documents.
- Assist Finance Manager in the monthly/yearly account closings.
- Work collaboratively with other team members to achieve shared goals.
- Assist with preparation and coordination of the Audit process.

As a Store Manager at SEFAM PVT LTD (BAREEZ'E)

Jan 2018 to Oct 2021

Organization Portfolio

Sefam (Pvt) Ltd is a Pakistan based multinational Company It is a group of companies, active in textile manufacturing and Garments retail. It has more than 400+ Retail Stores in Pakistan. Companies in this group are Bareeze, Minnie Minors, Chinyere, Home Expression,Rang Ja, Bareeze Man,Super Squad, Polo, Armani & Entertainer.

Responsibilities:

- In-charge of overall store operation.
- Prepared daily work schedules for and assigned task
- Maintained statistical and financial records.
- Deal with customer queries and complaints.
- Prepared Promotional materials and display.
- Train and supervise to employee.
- Assist customers in all aspects of store service.
- Thought of strategies to minimize store cost.
- Manage weekly inventory.

Education:

Master of commerce

University of Science & Technology Abbottabad Pakistan

Sep 2018

Bachelor of commerce

University of Science & Technology Abbottabad Pakistan

Nov 2023

Diploma in commerce

Board of Intermediate & Secondary Education Abbottabad

Jun 2014

Computer & Presentation Skill

- Proficient in Microsoft Office. Good command in MS Excel.
- Sinmar Software
- Retail Pro (POS)
- X Store (POS)
- SEO (Search Engine Optimization)
- Internet surfing.
- Leadership
- Operation Management
- Responsibility
- Ability to work under pressure

Languages:

- English
- Urdu
- Hindko

Reference:

Will be furnished on demand