

# Umair Noorani

ACCA

Secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company

✉ umairwasher0@gmail.com

☎ +92-345-4086837

📍 234-L street 159, phase 1 DHA, Lahore, Pakistan

## WORK EXPERIENCE

### Assistant Manager Finance (Retail) Service Industries Limited

02/2017 - Present

*Achievements/Tasks*

- Managing collection and petty expenses of over 100 Service stores all over Pakistan
- Bank reconciliation of cash and credit card sales of all stores on a regular basis.
- Rent calculation, processing and payment all landlords. Submission of Income Tax by compiling of PSID of all landlords and submitting it in FBR.
- Provident Fund and calculating and payment of final settlements of all resigned employees.
- Calculating and payment of commission and incentive all stores employees.
- Annual expense budgeting and monthly analysis and comparison with actual expenses.
- Evaluating and presenting shop feasibilities. Preparation of new contracts for approved shop feasibilities.
- Arranging Insurance, credit card machines for all new stores.
- Preparing and presenting shop wise Profit And Loss Accounts.
- Electricity bill payments, booking and analysis. Submission of relevant documents to claim income tax and sales tax on all stores electricity bills.

## EDUCATION

### ACCA Member

(with Advance performance management and financial management as options)

2016

### B.Sc (Hons) Finance

Oxford Brookes University

2015

### High School Diploma

International School Of Choueifat

2008

### A-Levels and O-Levels

International School Of Choueifat

2008

## SKILLS

Microsoft Excel

Microsoft Word

Microsoft Power Point

Oracle

Microsoft AX Dynamics

Microsoft Dynamics 365

Power BI

## PERSONAL PROJECTS

Report development for automatic calculation of commission and incentive (2020)

- Automate the calculation process of commission and incentive to reduce time and improve clarity

Finance Secretary (Daachi Foundation)

- Coordination with auditors and banks while preparing annual reports
- Setting a proper process to standardize the accounts preparations
- Bank Reconciliations

## ACHIEVEMENTS

Member and best speaker at Toastmasters International

Internship at SOS

Achievement Name

## LANGUAGES

English

Full Professional Proficiency

Urdu

Full Professional Proficiency

## INTERESTS

Cricket

Foodie

Travelling

Swimming

Gymnasium