

DABEER HASSAN MUGHAL

General Accountant, Internal Auditor & HR Executive

+92-307-6406878 • dabeer788@gmail.com • Sialkot, Punjab, Pakistan

Summary

I am Detail-oriented and versatile professional with a distinctive combination of accounting, auditing, and human resources. Possessing over five and a half years of progressive experience in financial accounting, including general ledger and bank reconciliation, financial data analysis, and ensuring compliance through rigorous audit processes and control measures. Proficient in designing and implementing streamlined workflows to enhance accuracy and efficiency in financial reporting. Additionally, I am equipped with comprehensive HR expertise encompassing talent acquisition, employee relations, and benefits administration. I have Demonstrated ability to harmonize the technical demands of financial accounting and internal audits with the human-focused aspects of HR management. Actively seeking a dynamic role to leverage this dual skill set in driving organizational success, upholding financial integrity, and cultivating a thriving workplace culture.

Experience

Starpro (Starpak Martial Arts Pvt. Ltd)

Sialkot, punjab, Pakistan

E-commerce Accountant (Contractual)

08/2024 - 10/2024

Sporting Goods Manufacturer

- Ensured accurate and timely integration of e-commerce platforms (e.g., Amazon, Shopify, Daraz) sales, refunds, and expenses into the ERP system for seamless financial reporting.
- Conducted detailed revenue analysis across multiple e-commerce platforms (e.g., Amazon, Shopify, Daraz) to track profitability and trends.
- Analyzed refund trends and optimized policies to reduce losses.
- Performed daily, weekly, and monthly reconciliation of online payment gateways (Amazon Pay, PayPal, Stripe, etc.) to ensure accurate transaction tracking and merchant accounts.
- Oversaw accounts payable and receivable processes for e-commerce operations, ensuring timely payments and collections.
- Assist the export department in the preparation and filed sales tax, VAT, and GST for domestic and international e-commerce operations, ensuring full compliance with regulations.
- Monitored cash flow and ensured optimal liquidity for e-commerce activities.

Frangoz a Group of Businesses (Frangoz Fried Chicken & Pizza)

Sialkot, Punjab, Pakistan

Deputy Manager Head Store, Account Payable And Internal Audits

08/2023 - 07/2024

A group of businesses specializing in hospitality foods and beverages:

- Led a team of head store staff, including supervisors, stock clerks, and other personnel.
- Supervised inventory control, including stock audits and inventory accuracy.
- Implemented effective stock rotation practices to minimize shrinkage and wastage.
- Conducted financial analysis to assess the financial health of the store operations.
- Supervised accounts payable and receivable functions.
- Oversaw the reconciliation of accounts payable sub-ledgers to the general ledger, ensuring accuracy and addressing discrepancies.
- Processed a high volume of invoices accurately and in a timely manner, ensuring compliance with company policies.
- Prepared and processed payments via cash, bank cheques, etc after reconciled it with sub-ledger of vendors.
- Maintained strong relationships with vendors, negotiating payment terms, resolving disputes, and ensuring prompt resolution of issues.
- Assisted in monthly, quarterly, and annual closing processes.
- Assisted in the preparation and monitoring of budgets and financial forecasts.
- Monitored operational costs to optimize profitability.
- Planned and executed internal audits across store operations.
- Prepared detailed audit reports with findings and recommended action plans.
- Coordinated with external auditors during year-end financial audits.

Experience

City Education Board Sialkot

Sialkot, Punjab, Pakistan

Senior Accountant & HR Executive

08/2021 - 12/2023

An educational board overseeing schools in Sialkot:

- Maintained accurate and up-to-date financial data into the ERP system for seamless financial reporting.
- Maintain & reconciled general ledgers included student fee accounts, payable & receivable accounts as well as bank reconciliation monthly, quarterly and annually to streamlined best practices for financial statements.
- Provided financial forecasts to support strategic planning.
- Collaborated with external auditors for audit processes.
- Implemented financial controls to safeguard school assets.
- Managed end-to-end recruitment processes, including job postings, candidate screening, interviews, and onboarding of new hires, ensuring a smooth transition into the organization.
- Conducted background checks and credentialing for new hires.
- Processed payroll, managed employee benefits, and addressed inquiries related to compensation, leave policies, and insurance programs.
- Mediated conflicts among employees and management.
- Ensured compliance with labor laws and company policies, maintaining up-to-date knowledge of employment legislation and implementing necessary changes.

F.R. Group (Dr. Frigz International Pvt. Ltd)

Sialkot, Punjab, Pakistan

Accountant

08/2020 - 08/2021

A company dealing with Pretroleum & their products, food and beverage operations:

- Maintained accurate and up-to-date financial data into the ERP system for seamless financial reporting.
- Maintained and reconciled general ledger accounts.
- Streamlined processes and assist operational manager for monthly, quarterly, and annual financial statements.
- Assist the operational manager in day-to-day financial operations.
- Conducted weekly, monthly & quarterly inventory reconciliations.
- Collaborated with cross-functional teams to develop and monitor budgets.

Lulu Hypermarket

Sharjah, United Arab Emirates

Sales Executive & Cashier

12/2019 - 02/2020

A retail hypermarket offering a wide range of products:

- Engaged with potential and existing customers to understand their needs, provide tailored solutions, and ensure satisfaction.
- Increased revenue by implementing effective sales strategies given by the higher management.
- Prepared detailed sales reports and forecasts, analyzing performance metrics to inform management decisions.
- Handled cash, credit card, and digital payments efficiently, ensuring accurate billing and issuing of receipts.
- Prepared daily reports of transactions at the end of shift.

Education

Virtual University of Pakistan

Lahore, Punjab, Pakistan

Bachelor in Business Administration

04/2020 - 11/2024

The Institute of Chartered Accountants of Pakistan

Pakistan

Chartered Accountants (In progress AFC Cleared, CAF Cont.)

10/2016 - Present

BISE Gujranwala

Sialkot, Punjab, Pakistan

F.Sc.(Pre-engineering)

08/2014 - 09/2016

BISE Gujranwala

Sialkot, Punjab, Pakistan

Matric: Science

04/2012 - 08/2014

Strengths



Professional Skills

Detail-oriented and versatile professional with expertise in accounting and HR.



Technical Skills

Proficient in Microsoft Office Suite and various accounting software.

Languages

English Proficient ●●●●●

Urdu Native ●●●●●

Passions



Hobbies

Literature,
Human behavioral psychology,
software's learning & practices