

MOIZ HUSSAIN PATANWALA

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ABOUT ME

Experienced and committed Accountant with more than 6 years of financial industry experience in Dubai. A blend of accounting proficiency and a keen interest in digital marketing to boost business growth and streamline operations. An established history of overseeing extensive accounting tasks such as intricate audits, financial reporting, and import/export activities. Proven ability in utilizing digital resources to improve online presence and client interaction. Proficient in various technical platforms, with advanced skills in SEO and website analytics. Capable of multitasking and leading teams to surpass business goals, consistently delivering projects within schedule and budget. Seeking to apply my accounting expertise and digital marketing knowledge to enhance the financial performance and digital strategy of an innovative organization.

SKILLS

Soft:

Analytical Thinking, Problem Solving, Attention to Detail, Communication, Adaptability, Time Management, Leadership, Ethical Judgment.

Technical:

Financial Reporting, VAT Preparation, Accounts Reconciliation, Regulatory Compliance, Cost Reduction.

PROFESSIONAL EXPERIENCE

HUSSAIN ISMAEIL TRADING EST.

**Dubai, UAE
2017 -Present**

Account Executive

Digital Marketer

IMPORT & EXPORT for all types of BMX, MTB & Adult Bicycles & Tricycles, Bicycle Tubes & Tires, Baby Strollers, Baby Walker, B/O Kids Ride Car. Importer for UAE local market and Exporting to GCC countries & many East AFRICAN countries.

- Coordinated the preparation and documentation of goods for over 100+ sea import/export shipments annually, enhancing process efficiency by 15%.
- Managed and tracked ocean import/export shipments, ensuring timely cargo release and updates to clients, reducing delivery discrepancies by 20%.
- Streamlined import purchase accounting and bill verification, introduced merchandise costing sheets that reduced pricing errors by 25%.
- Reviewing and auditing all sales, purchase receipts, and expense reports for accuracy and proper documentation and approval prior to payment.
- Audited financial records, reconciling accounts payable and receivable, which improved financial accuracy and reduced month-end closing time by 30%.
- Perform input and payment of all vendor payables (recurring and new), create client receivables, and process cash receipts.
- Directed the issuance of payments for suppliers, freight forwarders, customer claims, and other general expenses, ensuring timely and accurate disbursements.
- Validate documents, reconcile financial transactions to ensure the finalization of VAT.
- Prepared and reviewed balance sheets and profit/loss statements, leading to an annual audit approval rate of 100% over three consecutive years.
- Reconcile monthly bank statements, business credit cards, & month-end journal entries.
- Replenish petty cash and other general entries, manage paperwork and filing system, finalize daily payment receipts and bank deposits.
- Served as website producer, tracked website performance, ensured consistency of website content and strategy, kept website fresh with image trends, seasonal products and subsequent updates.
- Utilize all VAT reports, re-audit all of them and submit VAT Return on FTA website.

FAKHRI TOOLS & WORKSHOP MATERIAL TRADING LLC**Ajman, UAE****Store Incharge****2014 -2016****Junior Accountant**

Retail sale business for all kinds of goods Relating to Hardware, Safety Ware, Pipe Fittings & Electric products. The company provides vital support and services to all significant Industries, Contractors, and Traders in the region.

- Inspected incoming and outgoing goods, ensuring quality compliance; also designed and set up promotional displays, increasing customer engagement by 40%.
- Produced and analysed key inventory reports (IN/OUT status, dead stock), leading to a 15% reduction in dead stock through improved inventory management strategies.
- Maintained accurate inventory records and utilized analytical reports to optimize warehouse stock levels, achieving 35% efficiency in stock use.
- Audited and adjusted product pricing structures based on market analysis, enhancing profitability by 25%; efficiently managed stock levels by ordering critical items before depletion.
- Managed customer relations by addressing and resolving product complaints and replacement issues, achieving a customer satisfaction rate of over 90%.
- Ensured team compliance with OSHA safety regulations, leading to a zero-incident record over two years.
- Orchestrated routing, scheduling, and preparation of delivery orders, overseeing a team that efficiently handled over 85% deliveries monthly without delays.
- Safely managed the unloading of inbound shipments and optimized product placement in storage locations, improving retrieval time by 70%.

MOHSIN TRADERS**Karachi, Pakistan****Management****2010 -2014****Account Assistant**

Stockists & Supply for All Kinds of Hardware, Hand Tools, Electric Tools, Cutting Tools, Power Tools, Paints, Pipe Fittings, Workshop & Engineering Items, and Safety Equipment's. The Company is registered in many big & successful companies of Pakistan & also supplying goods regularly.

- Actively communicated with accounts payable and receivable managers to track and expedite the clearance of pending invoices, reducing average invoice processing time 65%.
- Performed administrative duties including the preparation and management of bills and invoices, enhancing file system efficiency and reducing retrieval times by 40%.
- Managed and posted entries to subsidiary ledgers and accurately recorded weekly retail sales and purchases, improving financial reporting accuracy by 30%.
- Maintained accurate journal and general ledger entries and managed daily petty cash books, ensuring financial compliance and reducing discrepancies by 70%
- Assisted in arranging documents for letters of credit and performed bank account reconciliations, streamlining financial operations and improving audit readiness by 50%.
- Completed and submitted tax paperwork and GST returns on time, ensuring 100% compliance with tax regulations and avoiding potential penalties.
- Collaborated with the finance team to prepare balance sheets, income statements, and other critical financial reports, enhancing the accuracy and reliability of financial data.
- Managed client documentation and invoicing, ensuring timely responses to service requests and maintaining high client satisfaction levels.

EDUCATION**INSTITUTE OF DIGITAL MARKETING PAKISTAN****Karachi, Pakistan***Advance Course: Digital Marketing***2020-2021**

- Certified - "Advance Digital Marketing Training Program"

KARACHI UNIVERSITY**Karachi, Pakistan***Academic: Bachelor of Commerce (B. COM)***2011-2013**

- An undergraduate degree in Business, Management, Economics or Accounting.

TECHNICAL EXPERTIES

Professional:

Account Software: Tally ERP 9, Indenting Software: I-Choice, Microsoft Office Suite, WP Web Creation, SEO Marketing Tools.

Technical:

E-com. Marketing, Google Analytic, Landing Pages, Mobile Marketing, HTML & CSS, Adobe Photoshop, Email Marketing, Affiliate Marketing, Social Media Marketing.

Languages:

English (95%), Urdu (95%), Hindi (80%), Gujrati (80%), Arabic (5%).

FREELANCE PROJECTS

Website Design:

- **HiteBike Website:** Spearheaded the design and development of www.hitebike.com, a WordPress-based platform for bicycles and spare parts, successfully launched between November 2021 and January 2022. This project showcases my ability to deliver visually appealing and functionally robust digital solutions.

Logo Design:

- **Branding Expertise:** Created distinctive logos for a diverse range of clients including HiteBike, Catchease, Babji Steel, & Park Lane, demonstrating a strong capacity for brand development and visual identity. Each design underscores my skill in translating business concepts into memorable logos.

Digital Portfolio:

- For a comprehensive view of my design work and additional creative projects, please visit my digital portfolio at www.moizhusain.com.

HOBBIES

Adventure Travel | Web Development | Photography and Digital Editing | Interactive Gaming | Tech Enthusiast | Electronics Hobbyist | Reading | Competitive Swimming | Global Exploration | Outdoor Activities | Health and Fitness Enthusiast | Gardening | Motoring and Driving.

PERSONAL DETAILS

Date of Birth: September 28, 1991 | **Nationality:** Pakistani | **Marital Status:** Single | **Visa Status:** Employment Visa.

Availability: I am prepared to join at short notice.

Reference: References are available upon request.

DECLARATION

I, Mr. Moiz Hussain Patanwala, affirm that the information provided above is accurate to the best of my understanding. I believe my Curriculum Vitae and experience align well with your company.

I firmly believe that I can add value to your organization and play a part in its development and achievements.

Place: Dubai-U.A.E

Yours Truly
Moiz Hussain Patanwala