

SULAIMAN FAZAL

Accountant (Available Immediate)

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📍 International City Dubai UAE 📅 1983-02-08 🇵🇰 Pakistan 🤰 Married

🚗 Automatic Dubai UAE ♂ Male

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Profile

To obtain an accounting position where I will be able to contribute my skill, knowledge and experience to a company that will give me an opportunity to develop my career.

Professional Experience

Retails Accountant/ Operation Coordinator, *Bulawan General Trading LLC*

09/2023 – 07/2025

Oversaw full accounting and operational activities for multiple supermarket outlets across major international events in the UAE and Saudi Arabia, Bahrain, Kuwait

Dubai,
United Arab Emirates

- Maintained and updated **POS systems**, including daily **price configuration** and troubleshooting during live events.
- Accurately posted **cash and credit invoices** into the accounting system on a daily basis.
- Organized and managed **staff scheduling**, duty rotation, and shift assignments for multi-location teams.
- Processed **monthly salaries, overtime, leave salaries**, and coordinated **WPS payroll processing** in line with UAE labor regulations.
- Handled **petty cash disbursement** and ensured accurate expense tracking with proper documentation.
- Supervised **daily POS counter closures**, prepared consolidated **sales reports**, and reconciled **cash collections** across all branches.
- Prepared and submitted **daily cash reports**, facilitated **bank deposits**, and conducted **bank reconciliations** to ensure accurate financial records.
- Issued **cheques to suppliers** and managed payment schedules according to credit terms and delivery timelines.
- Recorded and posted all **operational expenses** and general **journal entries** in the accounting system.
- Provided daily financial oversight, ensuring compliance with internal controls, financial procedures, and event-specific requirements.
- Coordinated closely with event management teams to ensure smooth retail operations and finance handling.

Accountant, *Arabian Supermarket Group LLC*

06/2012 – 04/2023

- Managed full spectrum of retail accounting operations across multiple outlets.
- Handled daily **cash and credit purchase postings** into the accounting system.
- Performed **daily POS price updates** and ensured pricing accuracy across all counters.
- Oversaw **POS counter closing** procedures and reconciled daily sales transactions.

Dubai, UAE

- Administered **staff payroll**, including calculation and processing of **overtime, bonuses, leave salaries**, and **end-of-service benefits** in compliance with labor laws.
- Maintained and disbursed **petty cash**, recorded all expenditures with proper documentation.
- Processed and recorded **daily operating expenses** and adjusted entries as required.
- Prepared **daily, weekly, and monthly sales and purchase reports** for management review.
- Conducted regular **inventory updates** and coordinated physical stock checks with warehouse teams.
- Ensured **supplier payments** were processed accurately and timely as per credit agreements.
- Completed **monthly bank reconciliations**, resolving discrepancies in a timely manner.
- Supported internal and external audits by providing necessary documentation and reports.
- Ensured compliance with financial policies, procedures, and local regulatory requirements.

Education

Bachelors in Commerce, *University of Karachi*

2003 – 2006
Karachi, Pakistan

Intermediate in Commerce (D.Com), *Govt Commerce College*

2000 – 2002
Mardan, Pakistan

Skills

- Hard Skills
- Cash Management
- iTrade ERP Software (Account/Retails/POS)
- MS Office (Excel / Word)1
- Proficiency in retails software
- MS Office / Microsoft Excel
- Oracle ERP
- Accounts Payable and Receivable
- Inventory Management
- Dart Retails Software
- Software Skill
- Payroll Processing
- QuickBooks (Account & Retails)

Languages

- English
- Urdu
- Pashto

Courses

IT Diploma, *Agha Computer Institute*

2007 – 2008
Karachi, Pakistan

Event Accountant

Boulevard World Event/ Boulevard City Event

02/2024 – 05/2024

Working as an Accountant in Taboki Supermarket (Boulevard World Exhibition/Boulevard City Exhibition Riyadh KSA) where handling all accountant Activities, POS system Installation, Purchase order, price updating, Payment to suppliers.

Riyadh KSA

Working as an Accountant in Taboki Supermarket (Little Asia Exhibition) where handling all accountant Activities, POS system Installation, Purchase order, price updating, Payment to suppliers.

12/2023 – 02/2024

Little Asia City Walk Jeddah KSA

Project Accountant in Taboki Supermarket at Japan & America Pavilion (Global Village Dubai UAE) where handling Account Activities of Supermarket,

10/2023 – 11/2023

Global Village Dubai UAE

Project Accountant in Shine Beauty & Jay & Shine Supermarket in Dragon City Bahrain for one Month Exhibition.

10/2023 – 10/2023

Dragon City Bahrain