

YASIR NIAZ

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ACCOUNTANT | DATA ANALYST | OPERATIONS

PROFESSIONAL SUMMARY

Results-driven professional with thirteen years of experience in operations, accounts, and financial controls. Strong commitment to compliance, internal controls, and adherence to company policies and procedures. Ability to analyse data, identify areas for improvement, and implement effective solutions.

AREAS OF EXPERTISE

- Financial Analysis
- Audit Coordination
- Adaptability
- Risk Management
- Attention to Detail
- Structured Communication
- Process Standardization
- Problem Solving
- Reporting
- Data Management
- Proactive
- Team Leadership

CAREER HIGHLIGHTS

Relationship Building: 13 years of internal and external customer service through high-quality deliverables.

Process Improvement: Developed Excel macros to automate booking allocations.

PROFESSIONAL EXPERIENCE

Emirates Group, Dubai

October 2008 – October 2017

Operations Supervisor, Arabian Adventures | March 2015 – October 2017

Gulf Ventures merged with Arabian Adventures during a significant internal restructuring in March 2015. I was moved to the Corporate Events department as Sales Executive. Later, I took advantage of an opportunity and joined the operations department, where I was assigned various responsibilities.

- Time Management:** Resources allocation and logistical planning of 300+ guest bookings per day. Identified critical operational challenges and significantly reduced discrepancies, delays, and administration costs.
- Problem-solving:** Spearheaded the shift to automating the bookings allocation system using VBA Excel macros, saving 60% of the time.
- Data Management:** Automate the capturing of suppliers' hiring data from daily allocations and eliminate the discrepancies in the billing orders by 90%, improving business relationships.
- Process Improvement:** Deploy spreadsheet-based inventory data management to track inventory movements. Streamlined inventory control protocols, enhancing planning and procuring stock based on the forecast.
- Process Standardization:** Standardised costing and quotation processes for the corporate events department. Created a centralised, accessible location for all contracts and updated cost data.
- Month-end Closing:** Record keeping of financial transactions such as credit card payments, bank transfers and intra-company billings. Submit the month-end report to the accounts department.
- Audit Coordination:** Coordinated with the internal auditor during a pre-merger audit, ensuring access to all documents, attending audit meetings, gathering data and preparing reports.

PROFESSIONAL EXPERIENCE

Emirates Group, Dubai

October 2008 – October 2017

Operations Supervisor, Gulf Ventures | October 2008 – March 2015

Initially hired as an Operations Assistant in Gulf Ventures before receiving a promotion in March 2012. The operations department was responsible for managing all facets of events, including reservation, operation, and accounting. This experience significantly expanded my skill set and knowledge base.

- **Customer Service:** Supervised two desert camps with a capacity of 150 guests and 500 guests. This includes enhancements and maintenance within budget, cost controls and procurement.
- **Team Collaboration:** Managed a team of 10 camp staff to run the operation, further hired an additional 12 staff for cruise operations. Plan their duty roster, update their attendance in the HR system, and prepare payroll for temp staff.
- **Stakeholder Management:** Planned and implemented 100+ desert events for internal and external clients each year, including coordinating with stakeholders, operational planning and procuring resources for the event.
- **Accounts:** Owned the full spectrum of accounting functions while handling credit clients, including processing bookings, raising invoices, monitoring credit limits, following up on outstanding payments, reconciling statements of accounts, resolving disputes, and allocating payments to respective bookings.
- **Compliance:** Record financial transactions in compliance with standard operating procedures. Handled the department's petty cash float according to the company's guidelines.
- **Financial Analysis:** Capture expenditure data for variance analysis and cost control. Prepare monthly financial reports of revenue and expenditure and compare them with budgeted figures.

Budget Rent a Car, Dubai

January 2004 – June 2008

Operations Assistant

Initially hired as a computer operator before receiving a promotion in April 2005. Working in operations, I gained valuable experiences such as resource management, teamwork, time management, adaptability, and problem-solving skills.

- Managed to run a smooth operation and kept average vehicle utilisation above 85%.
- Reduced time and admin costs to record and monitor vehicles in workshops, converted manual process into Excel spreadsheet.
- Learned Oracle reporting tool and created SQL queries to extract data. These reports helped to find mismatched rental contracts, high mileage clients and maintenance expenditures.
- Coordinate with Sales, HR, Suppliers, Accounts, Auditors, and Clients to run smooth operations.
- Ad hoc duty in workshop issuing job cards, parts inventory, estimations, and inventory audits.
- Documentation and record keeping for audit and quality assurance.

EDUCATION AND CERTIFICATIONS

ACCA, Advanced Diploma in Accounting and Business, 2023

Google Data Analytics Certificate, Coursera, 2022

CCNA, Cisco Certified Network Assistant, Pakistan

MCSE, Microsoft Certified Software Engineer, Pakistan

High School (12th Standard), Pakistan

IT SKILLS

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|---------------------|--------------------|-----------------|
| • Microsoft Office | • Excel VBA Macros | • R, Python |
| • Tableau, Power BI | • SQL | • Data Analysis |