### Muhammad

### [Muhammad.298050@2freemail.com](mailto:Muhammad.298050@2freemail.com)

***Accounts & Admin Executive.***

** Personal Summary**

An ambitious, highly organized & dependable finance professional who has **5** **years** of invaluable experience. Possessing excellent knowledge of accounting & finance procedures & the confidence to work as part of a team or independently. Easy going by nature and able to get along with work colleagues and managers.

Currently looking for a Suitable **Accounts & Finance role** with forward thinking company where I can excel, deliver & achieve my potential.

## C:\Users\Ben\Desktop\shahab CV\imagesddd.png **Skills**

|  |  |  |  |
| --- | --- | --- | --- |
| * Routine accounting tasks * Receivables/Payables * IT skills (**Advance Excel, Tally ERP 9, QuickBooks, Sage50)**. | * Reconciliation * Cash Management * Monthly management accounts | * Budgeting & Forecasting * Financial Reporting * Sound Knowledge of   UK GAAP & IFRS | * Attention to Detail * Pro-active problem solver * Communication skills |

## **C:\Users\Ben\Desktop\shahab CV\indexdd.png Work Experience**

|  |  |  |
| --- | --- | --- |
| 1. **May 2016 – Present** | **Direct Information**  **Technology LLC** | **1706-A, City Tower 2, Sheikh Zayed Road,**  **Dubai, UAE** |

**Accounts & Admin Executive**

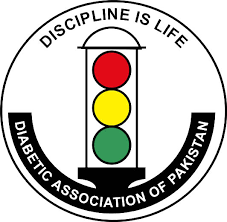
Direct Information Technology LLC is a group of companies specializes in IT Equipments, Software Solutions & Research Tools, Catering the demands of local IT markets in **UAE, India & US**. My responsibilities here are to

* Make day to day Accounts up to Finalization.
* Perform Bank Reconciliation.
* Debtors/Receivable & Creditors/Payable Reconciliations.
* Payroll Calculations & WPS management.
* Cash Management & Projects Accounting.
* Projected Cash Flows, Forecasting & Budgets.
* Monthly Management Report.
* Annual Profit & Loss, Balance sheet and Cash-flow Statements.
* Liaise with Banks & External Auditors.
* Handle requests and queries appropriately
* Monitor office supplies & deals with the suppliers.
* Act as the point of contact between the executives and external clients.
* Develop & carry out an efficient documentation and filing system.

|  |  |  |
| --- | --- | --- |
| 1. **Feb 2015 – Jan 2016** | **AIMS Diabetes Hospital &**  **Research Centre** | **Phase 5, Hayatabad, Peshawar, Pakistan.** |

**Finance Officer**

AIMS DHRC is a non for profit health organization working under the umbrella of **Diabetes Association of Pakistan** to provide free medical treatment to the deserving diabetic patients of KPK, My job responsibilities here were to.

* Prepare Budgets & Cash flow projections.
* Recommend Financial Policies & Procedures.
* Implement Accounting System & Software, Compile Accounting record and supporting documents.
* Manage Fixed Asset register & Payroll system.
* Maintain Stock record, Process new orders and Set Std. Costs & Break Even Points for Cost Centres.
* Update Cashbook and Prepare Monthly Bank Reconciliation Statement.
* Prepare Monthly Management Report & Annual Financial Statements.

|  |  |  |
| --- | --- | --- |
| 1. **Nov 2011 – Dec 2014** | **WE Financial Services Limited.** | **Karachi Stock Exchange, Karachi, Pakistan.** |

**Accountant**

WE Financial Services Ltd is corporate member of Karachi Stock Exchange having expertise in Broking, Online Trading

Corporate Finance, Investment Advisory, Commodities Trading. My job responsibilities here were to

* Prepare Bank Reconciliation on daily basis.
* Ensure posting of Online Client’s receipts and payments.
* Make payments to the Clients on their request.
* Maintain Petty Cash and related vouchers.
* Check the vouchers and supporting documents before posting in GL.
* Check the Bank Position/Balances for next day settlements.
* Calculate salaries and other related workings.
* Prepare Monthly Management Accounts and Annual Financial Statements.

|  |  |  |
| --- | --- | --- |
| 1. **Oct 2010 - Aug 2011** | **Rifsons Management**  **Consulting Limited.** | **63-64 Charles Lane, London, NW8 7SB, UK.** |

**Part Time - Accountant**

Rifsons Management Consulting Limited is a UK based accounting firm.

Here I was assigned with the accounting of following clients.

|  |  |  |
| --- | --- | --- |
| 1. Birmingham International College | 1. **S & I ELECTRONICS PLC** | 1. Easy Lease UK Limited. |
| 1. **Asgard Vehicle Rentals Limited**. | 1. Car Network UK Limited. |  |

And my job responsibilities were.

|  |  |
| --- | --- |
| * Bookkeeping of clients in **Sage 50.** * Bank Reconciliations | * Preparing Monthly Management Accounts. * Quarterly VAT returns |

# C:\Users\Ben\Desktop\shahab CV\indexnnnnnnnnnn.png **Education**

|  |  |  |
| --- | --- | --- |
| * **BSc (Hons)** in Applied Accounting   2ndClass Honours **(UAE Attested).** | **Oxford Brookes University UK** | March 2015 |
| * **Advanced Diploma** in   Accounting & Business | **Association of Chartered**  **Certified Accountants UK** | August 2013 |
| **ACCA** Part Qualified **Studied at London College of Accountancy.**  **LCA UK** - Professional Level in Progress. | **Association of Chartered**  **Certified Accountants UK** | June 2013 |
| Certified Accounting Technician. **CAT UK** | **Association of Chartered**  **Certified Accountants UK** | June 2007 |

## C:\Users\Ben\Desktop\shahab CV\indexss.png **Languages**

|  |  |  |
| --- | --- | --- |
| * English | * Urdu/ Hindi | * Pashto |

# C:\Users\Ben\Desktop\shahab CV\indexff.jpg **Interests**

|  |  |  |  |
| --- | --- | --- | --- |
| * Reading | * Football | | * Cycling |
| * Foreign Languages | * Internet |  | |

## C:\Users\Ben\Desktop\shahab CV\imagesrrr.png **References**

* Available upon request