***Muhammad***

[***Muhammad.336865@2freemail.com***](mailto:Muhammad.336865@2freemail.com)

**Muhammad**

**Objective** *To achieve credibility of my excellence in my profession by working with commitment and dedication in a professional and career oriented organization, this may offer me a challenging and inspiring environment*.

**Experience Sr. Accountant** | **Emirates Neon Group (ENG), UAE**

**Worked since July-2013**|**Dec-2016**

* Prepare daily bank position
* Prepare weekly Receivable report for Management.
* Issue statement of accounts SOAs to Clients for payment follow-ups.
* Preparing daily Sales Reports for Management reviews.
* Prepare every month sales collections targets with salesmen and incorporate it in Cashflow planning.
* Reconcile all bank accounts
* Check thoroughly petty cash reimbursement claims as per company policy and procedures prior to writing cheques.
* Reporting of Ads Site-wise profitability Report and allocation of direct & indirect expenses on each site.
* Preparing Site Occupancy Report and share with sales team.
* Monthly Sales Report for Management Review of Local as well as International.
* Prepare staff payroll summary and employee deduction break up, wages denomination and transfer letter to bank for Salary transfer.
* Check staff leave/terminal settlements prepared by Assistant.
* Prepare Payroll as per WPS System.
* Reconciliation of General Ledger accounts including intercompany accounts
* Prepare prepaid schedules of rents, insurance, labour Accommodation cost and their monthly allocation JVs.
* Reconciliation of Cash purchase account with purchase department.
* Checking of GRN, LPO and Invoices as per management approvals.
* Reconciliation of Suppliers’ Accounts.
* Reconciliation Main Cash accounts.
* Preparation & Verification of SEWA, FEWA, DEWA, Etisalat & DU bills payment on monthly basis.
* Preparing daily Cashflow Reporting
* Finalization of Accounts and customized Internal Audit as and when required by Management.

**Accounts Officer** | ***MIMA Knit (Pvt.) Ltd***

Worked from Nov-2011 to Jun-2013.

* Checking of inward gate passes.
* Periodical Finish good/raw material stock taking.
* Maintain supplier account.
* Processes supplier invoices.
* Ensure data is entered into the system.
* Ensure transactions are properly entered into computerized system.
* Preparation of Different reports (receivables, expense sheets, etc).
* Payments verification & Data reconciliation.
* Checking of purchaser balances towards control of cash.
* Maintain various system generated documents.
* Sales Tax issues resolution, Debit, Credit Note If applicable.
* Establish, maintain and reconcile the general ledger.
* Prepare and reconcile bank statements.
* Posting in journal and ledgers.
* Prepare system generated Financial Statements.

Assistant Accountant|*Zaintex Techno Trade & Services*

Having two years Experience.

* Managed Accounts Payable on computerized software.
* Managed Accounts Receivable Computerized Software.
* The Aging of Account Receivable was also done in this respect.
* Employing different methods for recovery of amount.
* Prepare Invoices and Vouchers on System.
* Prepare all the Financial Statements and final Accounts.
* Made calculations for Bank Reconciliation.
* Made Feasibility Report of Bank Loan.

Education ACCA (In progress)

3 Papers Passed|Second Module in progress

University of Karachi

2009 |KUBS

***MBA (Finance)*** | 3.56 CGPA.

University of Karachi

2006 | Pakistan Shipowner’s College

***B.Com (Audit & Taxation)*** | First Division.

Board of Intermediate Education Karachi

2004 | P.E.C.H.S Education Foundation College

***Intermediate (Pre-Engineering)***| Grade “C”.

Board of Secondary Education Karachi

2002 | Mehran Public School

***Matric (Science)*** | Grade “A”.

Skills

* All type of correspondence and communication made through MS-Word.
* Have typing speed.
* Have good computational skills on MS-Excel.
* Development of presentation on PowerPoint.
* Having good command on Internet searches of contents.
* Having good writing skills of English correspondence.

**Softwares** Experience of working & implementation of Peachtree.

Working experience on MS-Excel, MS-Word, MS-Access, Powerpoint.

Using Pivot Table, V-Lookup, SUMIF/IFS, Text-to-Column, Sorting data, SUB-TOTALS, Eliminating duplicate data, year-to-date reporting through excel.

Personal

Information

Gender : Male

Marital Status : Single

Date of Birth : 23/04/1986

Nationality : Pakistan

Visa City : Dubai

Visa : On Employment Visa