*Curriculum Vitae*

**MUHAMMAD**

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ee

# OBJECTIVE:

Challenging position in Accounts, Banking & Finance and General Administration with a strong desire to make a substantial and positive impact towards the success of the organization and my own career growth.

# EDUCATIONAL INFORMATION:

## M.Com -2015

Abdul Wali Khan University - Mardan – Pakistan

## Com-2013

Abdul Wali Khan University - Mardan – Pakistan

# PERSONAL INFORMATION:

* + Nationality : Pakistani
  + Marital Status : Single
  + Date of Birth : 04-04-1993

# ADDITIONAL SKILLS:

* + - QuickBooks
    - Peachtree
    - Proficient with MS Word, Excel
    - Documentation
    - Excellent communication skills

# EXPERIENCE:

## Admin & Account Assistant:

Better Step Services: Dubai, UAE.

September 2016- To present.

## Duties & Responsibilities

* Recording day to day transaction and documentation of all transaction.
* Preparing sales invoices.
* Sending introduction emails to the clients.
* Dealing with the department of economic development.
* Collecting information about the new license for the clients from the department of economic development and free zones.
* Ensuring the estimated cost of the new license.
* Collecting payments from the clients.
* Preparing financial documents such as invoices, bills, and accounts payable and receivable.
* Reporting to the finance manager.
* Deposits checks in the bank and keep up records.
* Management of petty cash transactions.
* Scan, file and log accounting documents.
* Ensuring all payments amounts & records are accurate.

**Account Assistant.** Mujahid group of industries Islamabad, Pakistan

Jun 2015-Sep 2016

## Duties & Responsibilities

* Preparing sales invoices.
* Completing purchase orders.
* Preparing financial documents such as invoices, bills, and accounts payable and receivable.
* Reporting to the accounts team.
* Make bank deposits and keep up records.
* Preparing end of month financial reports.
* Management of petty cash transactions.
* Ensuring all payments amounts & records are accurate.
* Scan, file and log accounting documents.

# LANGUAGE:

* English : Read, Write and Speak
* Urdu : Read, Write and Speak