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**Muhammad**

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**Career Objective:**

To serve in a challenging job in an organization with leading edge technologies, where I can utilize my knowledge and expertise and can have a continual advancement of skill with management support.

**Key Skills**

Organizational and time management skills, Adaptability, Strong judgment skills and effective listing skills, excellent communication skills, easily adoptable to any work environment. Team player, Quick learner, Goal oriented, Able to work under pressure, Honest and hard work

**Experience:**

**ACCOUNTANT GENERAL**

**Company name**

**Multi Home Furniture LLC (Ajman – UAE) August 2015 to 31 August 2017**

**Key responsibilities:**

* Use FOCUS accounting software in company for all General, Sale, Purchase, Discount and return entries.
* Maintain all books of accounts, accounts receivable, accounts payable.
* Preparation of journal entries and maintain receipts and payments voucher.
* Handling petty cash and posting in related overheads.
* Preparing monthly WPS system at the UAE law.
* Ageing Detail of customers and follow up monthly basis.
* Custom posting in related head and generate monthly report.
* Maintain and documentation of Letter of credit and TT.
* Local Purchasing (Office Stationary).
* Dealing with Bank.
* Bank reconciliation.
* VAT Calculation ( I have the TAX i.e, Direct Tax and Indirect Tax Knowledge )
* VAT Calculation – Presently learning UAE VAT and Calculation structures.
* Follow the instructions of Accounts Manager and MD.

**Teller Service Officer (OG IV)**

**MCB Bank Limited (Pakistan) February 2014 to July 2015**

**Key responsibilities:**

* Responsible for cash management (Receipts cash from customers against deposit slip and payment against

cheques).

* Supervise operation works in branch(Account opening, visa debit card, dormant to active, credit card

Banc insurance and auto loan)

* KYC/CDD of customers for Account opening purpose.
* Security of customer’s profile and documents.
* Clearing (Inward and outward).
* Deal foreign remittance.
* Voucher posting in Symbols(8.5)
* ATM fact sheet and cash replenishment.
* Counter Sales. (Credit cards, Debit cards, auto loan and other products of bank).
* Visit the market once in a month to capture the customers.
* Generate reports on daily basis and filing.
* Cross checking of vouchers and supporting documents to check accuracy of figures.
* Provide the quality customer services and answer the quires of customers.
* Any other specific responsibility assigned by the branch manager.

**ACCOUNTANT**

**The Smart School (Pakistan) March 2013 to December 2013**

**Key responsibilities:**

* Overall manage supply and demand of inventory on daily basis.
* inventory maintenance
* Salaries of staff.
* Generate financial reports on daily basis.
* Handel Petty cash.
* Supervisor of computer lab.

**Internship**

**MCB Bank Limited (3 Months)**

* Customer Service.
* Documentations.
* Account opening.

**Trainings:**

* Negotiable Instatement.
* Cash Management.
* Customer Service.
* Personal Grooming.

**Strength in Accounts:**

Preparing all type of Financial Statements

**Major Area of Studies / Accounting packages: Languages**

* Banking. 1- English
* Finance. 2- Urdu / Hindi
* Accounting. 3- Punjabi
* MS Office (2007, 2010, 2013)
* Focus.
* Tally.
* Computer hardware and software.

**Professional & Educational Qualification;**

* **M.com**- From university of Gujrat, **Pakistan 2010-2012**
* **B.com** - From Punjab University Lahore,  **Pakistan 2008-2010**
* **FSC**- From BISE Gujranwala, **Pakistan 2006-2008**

**References:**

Shall be provided when demanded