**Muzamil**

**Email :** muzamil.374541@2freemail.com

**Visa Status**: Employment

**OBJECTIVE**

Intend to work in an organization where I can apply my knowledge of problem solving skills of finance and business in a way that it can help the organization to grow.

**SUMMARY**

Over 4 years of experience as an accountant in trading and manufacturing industry. Currently working in whole sale trading company at gold market Dubai. Previously worked in a rubber/metal manufacturing company. Have an experience of working on accounting softwares and having a UAE driving license.

**PROFESSIONAL EXPERIENCE**

**General Accountant│**Asia JewelleryL.L.C, Dubai, UAE April 2015 – Present (2 year& 6 month)

(Jewellery wholesale company)

**Working as general accountant in a gold market for the last 2.5 years. Responsibilities are to prepare custom clearance documents for the customers/vendors, gold and cash collection and conducting weekly stock audit. A responsibility includes:**

* To prepare documents (invoice and gold clearance letter) for customers and vendors.
* Conducting weekly stock audit.
* Checking accounts documents for calculation error.
* Collection of gold and cash from customers.
* Receiving company’s gold order from supplier’s office and making payment.
* Dealing with customers at the counter.
* Assisting senior accountant in his work.

**Accountant│**T.A International Pvt (Ltd.), Pakistan April 2013 – November 2014

(Rubber, auto parts and metal products manufacturing company)

**1 year and 7 months of experience of, expense analysis, stock audit and data entry. Company used *Busy* accounting software. Responsibilities included:**

* Preparing expense analysis quarterly, monthly as assigned by the director.
* Checking every day a standard amount of material usage in production.
* Doing stock audit (raw material) after 15 days. To cross check raw material quantity recorded in software and in a store room system by store keeper.
* Also to cross check raw material (used in production) recorded in software and by production department. After cross checking, taking necessary steps to reduce differences.
* Prepared a balance sheet and income statement format for the company.
* To enter production data.

**ADDITIONAL EXPERIENCE**

**Internee│**M.AChaudhry& Company, PakistanJul. 2011 – Sep. 2011

**Worked in a chartered firm for 6 weeks as an assistant auditor:**

* Participated in doing the audit of school and N.G.O.
* Experienced how to work in a charted firm and how to adopt its environment.

**ACADEMIC QUALIFICATIONS**

* **MBA Finance 2009 - 2013**

GIFT University, Pakistan

* **B.Com 2007- 2009**

Punjab University, Pakistan

* **Inter ( Intermediate in Computer Science With Physics) 2005 - 2007**

Pakistan Education Academy, Dubai, UAE

**I.T SKILLS**

* Busy and Peachtree accounting software.
* SPSS 16 (statistical analysis software)
* MS Office 2007, 2010 (Word, Excel, Power Point).

**OTHER SKILLS**

* UAE driving license.
* Goal oriented.
* Open to feedback.
* Have a potential to lead a team.

**PERSONAL DETAILS**

**Nationality** : Pakistani

**Date of Birth** : August 31st, 1987

**Marital Status** : Married

**Languages** : English, Urdu, Punjabi

**Reference will be furnished upon request.**