MUHAMMAD

MUHAMMAD.2976@2freemail.com

Objective

To be a part of a progressive organization where I can utilize my financial and analytical skills for self as well as company’s progress

8 Years of Working Experience( 5 Years UAE Experience)

1)Saleh & Abdulaziz Abahsain Co. Ltd.

Title: Accountant. (July 2007 to date)

Saleh & Abdulaziz Abahsain Co. Ltd is one of the leading chemicals suppliers from Kingdom of Saudi Arabia with a branch & warehouse in Jebel Ali Free Zone Dubai - UAE.

We are among top 38 companies of KSA with an approx annual group turnover of USD 600 million. Representing number of major chemicals manufacturers from all over the world.

The success story of Abahsain comprises of 60 years of business experience with a long list of satisfied customers throughout the world.

Key Responsibilities

Reconciliation of banks & customers. Receivables and payables management. Preparation of financial statements.

Handling of imports and local purchase Making GRN & Delivery books.

Petty cash management.

Various annual / monthly reports of sales / purchases ERP / Oracle

2) Interken Logistics FZCO, Dubai, UAE

Title: Accountant (Nov.05 Jun.07)

A leading UK based company engaged in import and export of all types of communication tools and gadgets like cell phones, computers its accessories and peripherals, DVD players CD players etc. the annual turnover of the company was approx. AED 750 million.

Key Responsibilities

Preparation of financial statements. Reconciliation of banks & customers. Receivables and payables management. Preparation of day to day book keeping. Peachtree

3)NADRA (National Data Base and Registration Authority (Pakistan)

Title: Computer operator (April 05-Oct.05)

NADRA is a government of Pakistan organization set up for data base collection and registration. NADRA is using the latest communication tolls and software packages.

Key Responsibilities

Collection of data from people and posting. Generation of reports on daily basis.

4)SNM Securities Lahore - Pakistan

SNM Securities is one of the prominent brokerage houses in Lahore Pakistan. The main portfolio was comprises of corporate customers like Crescent group, Bata, Dewan Sugar etc and high net worth individuals. SNM securities were providing them trading platform in Lahore Stock Exchange, Karachi Stock Exchange and all other international exchanges. They were also dealing in Foreign exchange and derivates market.

Title: Accounts officer (Feb .04 –Feb 05)

Key Responsibilities

Recovery of debts. Petty Cash handling.

Bank reconciliation statement.

Generation of sales / Purchase documents.

Payments to Vendors/ Recovery from Customers.

Generation of monthly / quarterly / annually sales / purchase reports Making reports of item vise / sales officer vise

5)Zakki Traders Gujranwala Pakistan

Zakki traders was operating in household and electrical appliances market, representing quite a few manufacturers of washing machines, electrical wires, electrical switches and other associated products.

Title: Accounts cum recovery officer (Jan.02 – Nov.03)

Key Responsibilities

Negotiation with customers and vendors on company behalf. Preparation of financial statements.

Recovery of debts.

Maintaining day to day accounts. Reconciliation of bank statement.

Receivables & payables maintenance.

Qualifications

Bachelor of Commerce (B.Com-IT)

(University of Punjab) Pakistan (1999-2001)

Computer Proficiency

Knowledge in Peachtree & Sage Accounting Software & ERP / Oracle English / Urdu typing speed up to 40 W.P.M

Proficient in use of MS Office package. Usage of Internet & E-mail

Visa Details

Employment Visa sponsor Jebel Ali Free Zone transferable (Expiry Date 08/2010)