

MUHAMMAD TAHIR AMIN

Khalidiya Area, Abu Dhabi, UAE.

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CAREER OBJECTIVE

To join an organization that gives me an opportunity to gain practical exposure in business sector and healthy work environment where I can utilize my skills and knowledge efficiently for organizational growth.

EDUCATIONAL BACKGROUND

2011: **MBA** (Banking & Finance)
CGPA: 3.07 / 4
University of the Punjab, Hailey College of Banking and Finance
Lahore, Pakistan.

2008: **B. Com** (Bachelors of Commerce)
University of the Punjab, Lahore, Pakistan.

PROFESSIONAL EXPERIENCE

Tax Accountant | December 2016 - Present

Tabarak Commercial Investment LLC, Abu Dhabi, UAE.

Responsibilities:

- To arrange and submit Tax return to Federal tax Authority according to assigned return date and register company for Tax.
- To review of trial balance on a monthly basis for making sure that all transactions are booked properly and to maintain proper chart of accounts, cost centers, departments and segments in accounting system.
- To create General Ledger entries i.e. preparation of cash, bank and journal vouchers primarily for head office and where necessary for other offices. Arranging appropriate documentation and filing for all transactions. WPS salaries preparation. Handle A/R and A/P according to their terms and conditions.
- Preparation of monthly & weekly bank reconciliation statements. To monitor and track all Expenditure & Revenue generated, verifying accuracy.

Report to:

Accounts Manager.

Accountant Tax e Filling | April 2015 to September 2016

Fast Engineering Services Lahore, Pakistan.

Responsibilities:

- Prepare monthly and annual Reports profit and loss and balance sheet for check the profitability and the financial position of the business.
- To prepare annual budget forecast and compare the actual and budget at monthly and yearly basis and arrange the annual audit and assist the audit Team.
- To prepare monthly and annual tax returns and submit to tax department through e filling system.
- To Archive the all tax related documents with proper supporting documents and payment vouchers.
- To record the all financial transaction in a system with proper supporting for monthly reporting.

Invoice Expeditor Accountant | September 2013 to February 2015

Abu Dhabi Ship Building PJSC, Bin Salem Group

Responsibilities:

- Correspondence with the companies i.e. Invoices and payment reminders against goods delivered and services rendered to clients. To prepare project progress and final invoices and to ensure accuracy within our billing to customers and facilitating the timely collection.
- Weekly and monthly update the status of Accounts Receivables and give report to the head of the department regarding AR aging.
- Checking Project filling system that all projects completed and WIP files properly maintain by estimators and attach all compulsory document and archive.
- Monthly updating of projects master file (Navy Section) projects completed and closed, awaiting approval,

Accountant /August 2009 to September 2012

YU & Company (Govt. Contractors)

Lahore, Pakistan.

Responsibilities:

- To prepare project progress and final invoices and to ensure accuracy within our billing to customers and facilitating the timely collection of money owed and assisting with ensuring the recovery of bad debt.
 - Correspondence with the contracting companies i.e. Quotations, Invoices and payment reminders against goods delivered and services rendered to clients.
 - To create General Ledger entries i.e. preparation of cash, bank and journal vouchers primarily for head office and where necessary for other offices. Arranging appropriate documentation and filing for all transactions.
 - Preparation of monthly & weekly bank reconciliation statements as well as debtors and creditors reconciliations.
 - Preparing bidding document and submitted in respective office. Attending the bid opening meetings.
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PERSONAL INFORMATION

Date of Birth: 22nd April, 1985
Nationality: Pakistani
Religion: Islam
Marital Status: Married
UAE Driving License: 2150971 Issuing Country: UAE. Expiry: 26-Feb-2024

PROFESSIONAL TRAINING, SKILLS & STRENGTHS

- Tax Return Registration, Recording and E Filing | 2017
 - SAP ORACLE ERP Training | 2013
 - Windows Operating Systems and MS Office Training | 2012
 - Accounting software Training, Tally, QuickBooks, and Peachtree. | 2011
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LANGUAGES

Language	Skill Level	Years of Experience	Last Used
English	Expert	More than 10 years	1 month or less
Urdu/Hindi	Expert	More than 10 years	1 month or less
Arabic	Intermediary	More than 02 years	1 month or less

PROFESSIONAL ATTRIBUTES

- A high standard of professionalism in my work
 - The ability to remain calm and objective in all situations
 - The ability to quickly identify and resolve client problems
 - Able to work autonomously and in a team environment
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REFERENCES

References and police report will be furnished on demand:

- Abu Dhabi Ship Building PJSC.
- Tabarak Commercial Investment LLC.
- Fast Engineering.