

# Muhammad Iqbal Naeem



Abu Dhabi, United Arab Emirates

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## Objective

- To pursue a career in a well reputed organization to utilize my skills and abilities in professional, challenging and competitive environment.

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## Academic Qualification

▪ MBA (Banking & Finance)	Muhammad Ali Jinnah University Islamabad	2010
▪ B.Com (I.T)	Punjab University Lahore	2007
▪ D. Com	Govt. commercial collage Pind Dadan Khan	2004
▪ SSC (Sc)	Govt. High School Pind Dadan Khan	2002

## Professional Experience:

**M/s. Capital Survey Abu Dhabi UAE since November 2011 to till date.**

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**International Professional Experience of 6+ years with at Capital Survey as Assistant Manager Accounts & Finance Abu Dhabi United Arab Emirates**

- Preparing and analyzing financial statements and financial models and supervising an organizational team.
- Producing articulate and concise reports on the findings of the research, taking ownership of the production of final reports.
- Working on strategy and performance projects researching information of the relevant market places in order to formulate meaningful feasibility studies and Administrative Reporting.
- Having Experience to handle the Petty Cash, Daily Book Keeping, Preparing of Cash Flows, LPO's for Clients, also having Experience of Account Receivable and Account Payable Responsibilities.
- Monitoring active research, evaluation, and proposal of rates for recovering and/or distributing charges for services rendered to departments and/or outside agencies.
- Implementing Finance and Revenue-wide and/or department specific software (Quick Book) for completion of assignments.
- Providing leadership and direction to designated teams with Trusted Decision Making.
- Track record of being honored with Employee of the Year, Special Achievement (Administration & Management), and Best Performing Employee Awards.
- Specified business and technical specifications of Electronic Payment Channel Interfaces and Payment Gateways
- Having Experience to deal with Banks for Tender Bonds, Performance Bond, Auto Loan, Commercial Loan Rent Loan facilities.

## **Professional Training & Internship Programs from Pakistan**

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- Habib Bank Limited (by IBP) (Internship) 2007
- Oasis International (Consultant) 2007
- National Bank of Pakistan Khewra (Internship) 2006
- Dandot cement company Ltd (Internship) 2006

## **Computer Skills**

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- Microsoft Office.
- Internet, E, mail.

## **Managerial Skills**

- Effective Analytical & Communication Skills, Creative, Positive, Confident
- Strong Interpersonal communication skills
- Effective Presentation skills (English & Urdu)
- Ability to work under stress and pressure
- Hardworking, sincere & dedicated

## **Courses Work**

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Banking law & practice, Information Technology in banks, Introduction to management, Business communications, Accounting for business enterprises, Marketing of financial services, human resource management & development, credit management, financial management, Strategic management in banks, project planning & evaluation, Economics, Islamic banking, Central banking, Monetary economics, Investment & portfolio management, International trade finance & foreign exchange, Accounting for financial institution, Commercial law, Operation management..

## **Other Skills**

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Having excellent capability of working in challenging environment. Highly target oriented, self-monitored, enthusiastic, willing, & energetic group/ team member.

## **Personal Profile**

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- Father's Name: Muhammad Naeem Arshad
- Date of Birth: 25-04-1984
- Nationality: Pakistani
- Marital Status: Married
- Religion: Islam
- Languages: English, Urdu, Punjabi
- Family: Spouse Visa for UAE
- Driving License: UAE Valid Driving License (LV) since Dec, 2015.