

# Muhammad Mubeen

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**Applying for: Finance/Accounts**

**DOB:** 11-Mar-1983

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**Contact:** +971552588400

**Visa Status:** Resident Visa



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**MBA in Finance, I have more than 7 years Finance/Accounts experience (which includes 6 years experience in UAE).** My work experience includes independent handling of company accounts up to finalization, preparation and analysis of monthly statements, suggestion to management accordingly and administration of office matters. My objective is to achieve excellence in my profession through continuous hard work in a dynamic and innovative manner in compliance with the code of conduct of the company so the company could get benefit from my expertise and regard me as a true professional.

## WORK EXPERIENCE

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**ACCOUNTANT**

**(Jan'2015 till Date)**

**United Specialized Equipment Trading (Abu Dhabi, U.A.E)**

**USETCO** is a Trading and Maintenance company which deals in Heavy Equipments like Tower Crane and Construction Hoists. Company starts its operations in 2007 and growing rapidly in the field. My Job Responsibilities include:

- Handling of Company Accounts and Financial matters independently.
- Making Daily Work Reports and Follow Work Progress
- Creation of Company's Financial Statements on Monthly basis.
- Accurate record of Tax Invoices and VAT according to FTA requirement.
- Handling of Petty Cash.
- Follow up of Receivables and Payables.
- Preparing Method Statements for Site Work
- Keeping record of employees and official agreements.
- Preparation of monthly attendance, overtime and holiday allowance of the staff.

**ACCOUNTANT**

**(Aug'2009 – June'2012)**

**Al Aweidha Shipping (Abu Dhabi, U.A.E)**

**Al Aweidha Shipping & Marine Services** is a shipping & logistics company based in Abu Dhabi & serving the local/international shipping & freight industry since last 23 years. Al Aweidha recently established Joint Venture with CMA CGM French Shipping Line after serving the line as local agent since mid 1988. My Job Responsibilities include:

- Handling of Company Accounts and Financial matters independently.
- Creation of Company's Financial Statements on Monthly basis.
- Liaison with internal and external auditors regarding audit and accounting activities.
- Follow up of Receivables and Payables.
- Handling of Petty Cash.
- Bank Reconciliation and WPS
- Handling of day to day administrative issue for smoothly operation of the company
- Preparation of monthly attendance, overtime and holiday allowance of the staff.

**ACCOUNTS OFFICER**  
**BML Motors (Lahore, Pakistan)**

**(May'2013 – Apr'2014)**

**Bahawalpur Motors Limited** is local assembler and manufacturer of Motorcycles in Pakistan which establishes its business in 2007. Company is progressing in fast pace and create its brand name in the market. My Work Responsibilities include:

- Verification of Purchase Bills according to GRIR.
- Creating monthly and weekly stock report by physically checking stock items.
- Making Sales Tax, Income Tax and Withholding Tax Reports.
- Communication with international vendors regarding purchase of engines and other assembling parts of motorcycles
- Entering all vouchers into Accounting Software (Softvirtue) and providing vendor reports to the management.
- Any other task routine task assigned by the management

**ACADEMIC ACHIEVEMENTS**

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**Masters in Business & IT (Specialization in Finance)** **Oct'2005.- Sep'2008**  
University of the Punjab, Lahore-Pakistan  
90 Credit Hours Program with 3 years duration  
Studied Finance, Business Research, Management and IT subjects.  
CGPA 3.3/4.0

**Bachelors in Commerce** **Oct'2002.- Sep'2004**  
Punjab College of Commerce, Lahore-Pakistan  
Studied Accounting, Economics and Business.  
66% Marks

**PROFESSIONAL COURSES**

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**Certificate in Computerized Accounting (July'09)**  
Learned Peachtree Accounting Software from Punjab Computer College, Lahore-Pakistan

**Diploma in Import/Export Management (Sep'05)**  
Procedures and handling of Import/Export business from University of the Punjab,  
Lahore-Pakistan

**SKILLS**

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- Have experience in working with QuickBooks, Peachtree Accounting, Tally ERP, Petty Cash Software and Soft Virtue.
- Microsoft Office (MS Excel, MS Word, Outlook Express)
- An effective controller and admin of office matters.
- Experience of working in Groups and Teams
- Self motivated, good communication skills, adaptive and could work with deadlines.