

# ABDUL MOEED

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Seeking a professional position in a reputable, growing and dynamic organization that demands high competency, offers excellent opportunities and environment where my skills can be utilized effectively.

## EDUCATION

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| <b>MPA</b> | Edith Cowan University, Australia  | <b>June 2018</b> |
|            | <ul style="list-style-type: none"><li>Master of Professional Accounting</li><li>Major Subjects: Auditing, Corporate Taxation, Business Finance and Managerial Accounting</li></ul>                                 |                  |
| <b>BBA</b> | Bahria University, Pakistan  | <b>July 2016</b> |
|            | <ul style="list-style-type: none"><li>Bachelor of Business Administration</li><li>Major Subjects: Corporate Accounting, Managerial Accounting, Business Finance, Human Resource and Management Marketing</li></ul> |                  |

## EXPERIENCE

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| <b>Perth Tax People</b>                |   | <b>January '19 - Present</b>  |
|  | <ul style="list-style-type: none"><li>Accountant</li><li>Main duties include: Setting up small business, trusts, sole traders and company accounts on tools like Xero, QuickBooks and MYOB. Setting up payrolls for company's employees and reconciling all the banking transactions to compile BAS of different companies.</li><li>Other duties include filing of individual tax returns which included property tax return for negative garing, shares, HECS loans etc.</li></ul> |                               |
| <b>Eventistan Creations, Islamabad</b> |   | <b>January '16 - June '16</b> |
|  | <ul style="list-style-type: none"><li>Account Officer</li><li>I was responsible for handling financial activities for all the major accounts and inventory control. Effectively utilized MYOB to perform accounting, integration and management.</li><li>Other responsibilities included: Book keeping, salaries, bank reconciliation statements and cash flow.</li></ul>   |                               |
| <b>Naseem Woolen Mills</b>             |   | <b>June '15 – August '15</b>  |
|  | <ul style="list-style-type: none"><li>Intern</li><li>I was responsible for handling all the book keeping, salary management of employees, handling queries related to pay slips of employees, inventory control, bank reconciliation statements and cash flow.</li><li>Other responsibilities included: Basic financial activities, inventory control, and financial management of this start up.</li></ul>   |                               |

## PROJECTS

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- Relation of Corporate Governance and Dividend Payout Policy  
Research on Independent Variable: Corporate Governance  
Dependent Variable: Dividend payout  
Articles on Five Dimensions on the selected thesis
- Banking Industry in Australia and Sustainability Reporting  
Research on the role of banking industry in sustainability reporting
- MYOB  
Recording financing activities on MYOB of an electronic company

## SKILLS

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|---|---|---|
| <ul style="list-style-type: none"><li>Microsoft</li><li>MYOB</li><li>Xero</li></ul> | <ul style="list-style-type: none"><li>QuickBooks</li><li>ATO portal</li><li>Bank Reconciliation</li></ul> | <ul style="list-style-type: none"><li>Cashflow Statement</li><li>Book Keeping</li></ul> |
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