

Muhammad Ahmed



Senior Accountant

Strong Accounting Knowledge, Implementer

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SKILLS

- Financial Planning
- Financial Analysis
- Cost Reduction
- Budgeting
- Cost Accounting
- Financial Reporting
- Payroll Management
- Financial Forecasting
- Accounts Payable
- Accounts Receivable
- Cash Flow Analysis
- Credit Management
- Financial Management
- Financial Negotiations
- VAT Planning
- Taxation
- Project Management
- Leadership Skills
- Team Management
- Communication

EXPERTISE

- Quick books
- Peachtree
- Tally
- Sage
- MS Dynamics
- Oracle
- MS Office Suite

SUMMARY

A seasoned **Accountant** who specializes in managing accounts and processing payrolls with excellent accuracy. Maintains a solid portfolio with **over 6 years** of experience working locally as well as internationally in Pakistan and UAE. Possesses strong skills in accounting, financial operations, PRO, administration and payroll management. Skilled in planning and managing tasks with a sound knowledge of VAT, taxation and all relevant accounting laws and standards.

Experienced in using accounting software such as Quick Books, Tally, Sage and Peachtree with strong qualifications including a BBA degree in Accounting & Finance. Professional traits include: teamwork, time management, problem-solving, decision-making and communication.

EMPLOYMENT PROFILE

Steps Décor LLC

Accountant

Key Contributions & Achievements:

Jan 2016 – **Present**

- Preparing, examining and analyzing accounting records, financial statements and reports to assess accuracy, completeness, and conformance to reporting and procedural standards.
- Ensuring smooth processing of GL, cash flow statements, bank reconciliation and relations, A/C payables and receivables, petty cash, bookkeeping, LC operations and coordination with suppliers.
- Developing, implementing, modifying, and documenting recordkeeping and accounting systems, making use of current computer technology.
- Developing, maintaining and analyzing budgets. Also, preparing periodic reports that compare budgeted costs to actual costs.
- Processing and issuing employee paychecks and statements of earnings and deductions.
- Computing wages and deductions and reviewing timesheets, work charts, wage computation, and other information to detect and reconcile payroll discrepancies as per UAE Labor Laws.
- Ensuring timely reporting to management regarding the finances of establishment and generating MIS reports.

Sitara Group of Industries

Accountant

Key Contributions & Achievements:

Dec 2014 – Jul 2015

- Effectively operated accounting software to record, store, and analyze information, check figures, postings, and documents for the correct entry.
- Performed financial calculations including financial statements, book purchase orders, supplier's invoices and reconciliation of supplier data with internal data.

EDUCATION

- BBA (Hons) in Accounting & Finance - Government College University Faisalabad 2014
- Diploma in Accounting, Business Administration & Management - Pioneer College of Commerce, Bhakkar 2010

COURSES ATTENDED

- Computerized Accounting Software Course
- VAT (Value Added Tax) Course in Dubai
- Dubai Driving License Number: 3785655

- Classified, recorded and summarized financial data to compile and keep financial records, using journals, ledgers and computers.
- Accurately prepared and processed various payroll related information.
- Prepared bank deposits by compiling data from cashiers, verifying and balancing receipts, and sending cash, checks, or other forms of payment to banks.

Medina Group of Industries

Assistant Accounts

Key Contributions & Achievements:

May 2012 – Nov 2014

- Prepared and generated invoices, purchase orders, procured supplier quotations.
- Ensured follow up with the customers and vendors.
- Tracked purchase orders and maintained data on orders and inventory.
- Prepared and issued bills, invoices, account statements, and other financial information such as stock ledger, inventory control and according to established procedures.
- Performed general accounting tasks, such as arranging letters, memoranda, invoice and internal accounting reconciliation.
- Performed tracking of orders.

Habib Bank Limited

Intern

Key Contributions & Achievements:

Jul 2013 – Aug 2013

- Effectively dealt with correspondence, complaints and queries of customers.
- Prepared letters, presentations and reports.
- Learned key skills by working with the senior staff of the bank.
- Fill out the documents, account opening form, demand draft.

Bashir Printing Industries (Pvt) Ltd.

Assistant Accountant

Key Contributions & Achievements:

Jul 2012 – Sep 2012

- Maintained general ledger at the account level.
- Verified financial statements, ledgers & accounts for errors.
- Performed corrections & referred to supervisor if errors are of a complex nature.
- Effectively prepared, reconciled and recorded payments.
- Prepared management reports related to accounts payable and receivables.

KEY

COMPETENCIES

- **Accounting and Finance** — Strong understanding of Accounting & Finance principles and practices, the analysis and reporting of financial data.
- **Business and Management** — Knowledge of business and management principles involved in strategic planning, resource allocation, human resources management, leadership technique and coordination of people and resources.
- **Complex Problem Solving** — Identify complex problems and review related information to develop and evaluate options and implement solutions.
- **Critical Thinking** — Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- **Judgment and Decision Making** — Consider the relative costs and benefits of potential actions to choose the most appropriate one.
- **Time Management** — Manage one's own time and the time of others.