



MUHAMMAD MINHAJ SALEEM

CONTACT

PHONE:
+971-52-3519178

EMAIL:
minhajsaleem47@gmail.com

SKYPE:
[minhaj.saleem4](https://www.skype.com/user/minhaj.saleem4)

ADDRESS:
Flat F-1, Al Romi Building, J & P Signal,
Industrial Area 5, Sharjah, UAE

PERSONAL INFORMATION

Father's Name: Saleem Muhammad
Cast: Qureshi
NIC #: 41304-5084344-5
DOB: 04-April-1993
Marital Status: Single
Domicile: Hyderabad, Sindh
Religion: Islam
Nationality: Pakistani

CARRER OBJECTIVE

Seeking a position in a progressive organization with an aim to contribute positively towards the objectives of the organization and provide a blend of intellect, hard work, creativity, teamwork and knowledge to achieve professional growth.

EDUCATION

B.COM (Hon's)

B.Com Part IV with **3.14 C.G.P.A (Division: 1st)**, passed in **2015**.

Intermediate.

H.S.S.C (Inter Commerce) passed in **2011 (Secured: 64.81%)**

Matriculation.

S.S.C (Science) passed in **2009 (Secured: 75%)**

CIT (Office Automation)

Certificate in Information Technology passed in **2009((Secured: 80%)**.

WORK EXPERIENCE

Al Nefouth Electric Devices TR.LLC

(January 2018 to Present)

Position: ACCOUNTANT

Digicom Trading Pvt Ltd (Q mobile).

(March 2017 to December 2017)

Position: ACCOUNTANT

Applied Engineering

(October 2016 TO February 2017)

Position: ASSISTANT CUM COMPUTER OPERATOR

WORK EXPERIENCE

Al –Sharqi Real Logistics Private Limited

(MAY, 2016 to OCTOBER 2016)

Al-Sharqi Real Logistics Private Limited is a freight forward company

Position: ACCOUNTANT

Within the capacity I am performing following tasks

- ✓ Maintaining books of accounts
- ✓ Implementation of accounting and inventory management software
- ✓ Recording invoices and bills to accounting software mostly on daily basis
- ✓ Handling account receivable
- ✓ Maintain call deposit report (CDR) AND Dubai port report (DP WORLD)
- ✓ Compilation of Financial Reports

Jhangir Siddiqui Bank

INTERNSHIP at JS BANK Cloth Market Branch (EIGHT WEEKS)

Training:

Trained in professional basis in accounts of from “**THE EDUCATOR IN COMMERCE**” has successfully completed training as an accountant.

Honorary technical adviser: **MR ATTAH-UL-ALLAH (FCMA)**

SKILLS

COMPUTER SKILLS:

- ✓ Proficiency in using internet browsers, windows 10, 8, 8.1, 7 and XP.
- ✓ Good knowledge of Microsoft Office including MS Word, MS Excel and MS Power Point, E-freight, Net Suit, Peach tree, oracle, Tally
- ✓ Ability to easily learn new computer programs and web-based applications.

PERSONAL SKILLS:

- ✓ Communication:
Strong verbal and written presentation skills, fluent in English Language.

EXTRA CURRILUM

- ✓ Actively participated in various sports at school.
- ✓ Reading Books, Web Surfing for Knowledge Purpose.
- ✓ Music & Movies
- ✓ Socializing