

MUHAMMAD NAVEED GOHAR



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SUMMARY

Capable Accountant successful at managing multiple projects and consistently meeting deadlines under pressure. Equipped with the knowledge of concepts and strategies to yield the best possible outcomes.

HIGHLIGHTS

- General ledger accounting
- Account reconciliation expert
- Excellent managerial techniques
- Effective time management
- Flexible team player

ACCOMPLISHMENTS

- Promoted to Accountant after three months of employment.
- Also managing Purchasing department.

EXPERIENCE

10/2020 To Present Al Ansari Exchange LLC. UAE **Dirham cashier**

Working as front office staff, responsible to remit/receive funds locally and worldwide through Western Union, Global Fund Transfer and Cash Express within the parameters and laws of Central Bank/Government/AML Department also collecting bills and making payments as per WPS.

09/2019 to 10/2020 City Construction General Contracting LLC **Abu Dhabi, UAE** **Accountant**

Working as an Accountant with City Construction General Contracting in Abu Dhabi and responsible for verification of vouchers, posting vouchers, Allocation of cost to each project, Time Sheet and Salary disbursement, Profit or Loss of each project.

**03/2016 to 09/2019 Habib Bank Pvt. Limited.
Cash Management Officer**

Working with HBL as cash officer and responsible for cash management, ATM cash Management and replenishing of ATM, receipts, payments, funds transfer, cheques transfer, RTGS, Clearing, Pay Orders, Foreign Currency receipts and payments and cash balancing at the day end along with the other routine matters of every day.

Holding Cash keys from last one year and six months.

**07/2013 to 02/2016 STACO CONSTRUCTION PRIVATE LIMITED,
Lahore, Pakistan
Junior Accountant / Purchase officer**

Worked quickly and efficiently, with minimal oversight, to accomplish assigned duties.

Processed journal entries and payments.

Researched and resolved collections and billing disputes with tact and efficiency.

Managed payroll and time and attendance systems.

Addressed and resolved non-routine, complex and unexpected variances.

Responded to employee inquiries regarding payroll and timekeeping.

Reviewed, investigated and corrected errors and inconsistencies in financial entries.

EDUCATION

B.Com

Bahauddin Zakriya University, Multan, Pakistan.

ACCA

Paper F1, F2, F3, F5.

CA

Paper Quantitative Methods

Skills

QuickBooks Accounting software

Computer knowledge: familiar with MS Office and basic computer hardware and software knowledge.