

# MUBASHER AMANAT BHATTI

BUSINESS ACCOUNTANT / ADMIN OFFICER / SALES OFFICER



## COVER LETTER

Dear Hiring Manager,

I am writing to express my strong interest in your company. With an accomplished track record in accounting and administrative functions, combined with my dedication to excellence, I am enthusiastic about the opportunity to contribute my multifaceted expertise to your team.

My career objective embodies my commitment to leveraging my proficiency in financial management, administrative operations and sales support to optimize efficiency, enhance financial accuracy and elevate customer interactions. I am excited to synergistically blend my skills in accounting principles, meticulous data analysis, strategic problem-solving and adept administrative coordination to contribute to your organization's growth and success.

Over the course of my career, I have cultivated a diverse set of professional skills that uniquely position me to thrive in this role: Financial Reporting, Accounting Software Proficiency (Quickbooks, Peachtree, Excel), Bookkeeping & Auditing, Cash Management, Mentorship and Development, Team Leadership and Direction, Strategic Leadership, Customer Due Diligence, Stakeholder Engagement, Multitasking and Adaptability, Technology Proficiency, Resource Management, Sales Strategy and Negotiation, Effective Communication and Follow-up.

My experiences, spanning various reputable organizations, have honed my capabilities and added value to every role. At A.S Arthur Global LLP, I oversaw administrative functions, IT equipment maintenance and accurate financial record-keeping, ensuring compliance and timely financial reporting. While at Muddsar Enterprises, I managed receivables/payables, performed financial analysis and delivered central administrative support, enhancing operational efficiency. During my tenure at Yusra Medical & Dental College, I executed document review, Peachtree accounting support and precise record maintenance, collaborating effectively with auditors. At Prime HR Pvt. Ltd, I strategically managed liability business growth, performed comprehensive portfolio management and led deposit mobilization, enhancing revenue and market presence, as a Business Development Officer also working as a DMS Operator, I successfully executed data capture utilization, content management enhancement and voucher review rectification, actively participating in audit processes and administrative tasks. I contributed to the expansion of Smart Jobs client base, engaging in market analysis, risk assessment and regulatory compliance.

My education includes B.Com degree, which provided strong foundation for my financial acumen & analytical skills. My professional achievements underscore my capacity to deliver results and drive positive change. While at Muddsar Enterprises, I maintained precise and up-to-date financial records, implemented an improved invoice processing system and achieved quicker payments through improved supplier relationships. I spearheaded the digitalization of Bank Alfalah vouchers using Rosetta, significantly improving accuracy and efficiency. Additionally, during my tenure as a Business Development Officer, I strategically grew a bank's liability business, resulting in substantial revenue increase.

I am fluent in English, Urdu, Punjabi and workable Pashto, enabling effective communication with diverse stakeholders. I am confident that my skill set, achievements and dedication align seamlessly with the requirements of your company. I am eager to contribute my expertise and to further discuss how I can support your team's goals.

Thank you for considering my application. I look forward to the opportunity to discuss my potential contribution in more detail.

Sincerely,

Mubasher Amanat Bhatti

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## CONTACT

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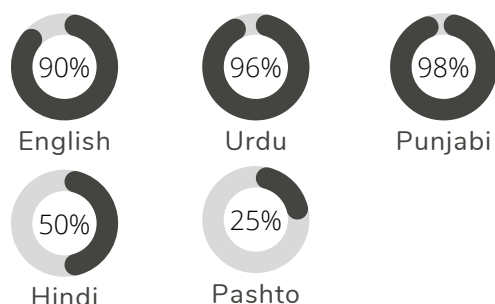
🚗 Driving License from ITP

🇺🇦 Visa Status: [Visit Visa UAE](#)

## PROFESSIONAL SKILLS

- Financial Reporting
- Accounting Softwares (Quickbooks, Peachtree, Excel)
- Bookkeeping & Auditing
- Cash Management
- Mentorship and Development
- Team Leadership and Direction
- Results-Oriented Performance
- Strategic Leadership
- Customer Due Diligence
- Stakeholder Engagement
- Multitasking
- Adaptability
- Technology Proficiency
- Resource Management
- Sales Strategy
- Negotiation
- Client Relationship Management
- Effective Communication
- Follow-up and Persistence

## INTERPERSONAL SKILLS



## CAREER OBJECTIVE

Detail-oriented and versatile professional with a proven track record in accounting and administrative functions, aspiring to leverage comprehensive expertise in financial management, administrative operations and sales support. Seeking a dynamic role where I can synergistically blend my proficiency in accounting principles, meticulous data analysis and strategic problem-solving with my adeptness in administrative coordination and sales engagement. Dedicated to optimizing organizational efficiency, fostering financial accuracy and enhancing customer interactions, while consistently upholding the highest standards of professionalism and contributing to overall growth and success.

## EXPERIENCE

### A.S Arthur Global LLP - Islamabad Pakistan

#### Admin & Accounts Associate | Jan 2022 ~ Aug 2023

- Administrative Oversight
- IT Equipment Maintenance
- Accurate Accounting Record Keeping
- Comprehensive Audit and Compliance Compilation
- Timely Financial Report Sharing
- Client Accounts Management
- Aging Report Preparation and Dissemination
- Error Identification and Resolution
- Client-Centric Front Desk Role
- Performance Metrics Tracking

### Muddsar Enterprises - Islamabad Pakistan

#### Accounts & Admin Officer | Oct 2019 ~ Dec 2021

- Precise Accounting Record Management
- Timely Receivables and Payables Management
- Comprehensive Financial Analysis and Reporting
- Thorough Client Due Diligence
- Effective Office Supervision and Operations
- Central Administrative Support
- Cross-Functional Collaboration
- Strategic Client Engagement
- Team Training and Development
- Vendor and Supplier Negotiations
- Business Promotion and Marketing

## ACHIEVEMENTS

- While working at **Muddsar Enterprises**, maintained precise and up-to-date financial records, ensuring accuracy and transparency in financial transactions and reporting, also implemented an improved invoice processing system that reduced errors and processing time, resulting in quicker payments and improved supplier relationships.
- Spearheaded the successful digitalization of **Bank Alfalah** vouchers using the Rosetta Computer Application, significantly improving accuracy, efficiency and record-keeping transparency. Achieved remarkable success in strategically growing the bank's liability business, leading to a substantial increase in revenue and market presence.
- Successfully contributed to the expansion of the **Smart Jobs** Business by developing strategic partnerships and growing the client base during the tenure as Franchise Manager, also demonstrated exceptional leadership qualities, inspiring and motivating team members to perform at their best and achieve set targets.

## ACADEMIC PROFILE

- Bachelor of Commerce | 2016
- Intermediate of Commerce | 2011
- Secondary School Certificate | 2009

### Yusra Medical & Dental College - Islamabad Pakistan

#### Assistant Accountant | Sep 2018 ~ Oct 2019

- Document Review and Pre-Audit
- Draft Accounting Entry Preparation
- Peachtree Accounting Entry Support
- Precise Record Maintenance
- Auditor Collaboration
- Banking Relations Management
- Payroll Preparation and Disbursement

### Prime HR Pvt. Ltd - Rawalpindi Pakistan

#### Business Development Officer | Jan 2018 ~ Sep 2018

- Strategic Liability Business Growth Oversight
- Comprehensive Liability Portfolio Management
- Deposit Mobilization and NTB Account Opening Leadership
- Market Analysis and Strategy Development
- Risk Assessment and Mitigation
- Regulatory Compliance
- Sustainability Initiatives

### Prime HR Pvt. Ltd - Rawalpindi Pakistan

#### DMS Operator | Oct 2013 ~ Dec 2017

- Proficient Data Capture Utilization
- Strategic Content Management Enhancement
- Meticulous Voucher Review and Rectification
- Daily Expense Record Management
- Branch Staff Leave and Personal Files Maintenance
- Record Keeping (Bank Vouchers)
- Digitalizing using the Rosetta Computer Application
- Participation in the Audit Process as a Supportive Resource
- Administrative Work Related to Maintenance

### Smart Jobs Pvt Ltd (UK Based) - Rawalpindi Pakistan

#### Franchise Manager | Apr 2012 ~ Sep 2013

- Franchise Operations Management
- Financial Records Maintenance
- Business Expansion and Partnerships
- Effective Marketing Strategies
- Enhancing Company Reputation
- Customer Care and Relationship Building
- Inspiring Team Leadership
- Positive Work Environment Cultivation
- Exceptional Problem-Solving Skills