



MUHAMMAD SHOAIB KHAN

Dynamic Accounting Professional



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Own Visa NOC available

Why *Shoaib*?

- Self-motivated and qualified professional having practical insights into accounting administration with experience in variance analysis, income statements, balance sheets, general ledger entries, payroll processing, fund management, cash flow management, accounts receivable and payable, bookkeeping and reporting
 - Dynamic individual possessing excellent knowledge of accounting regulations and procedures and hands-on experience
 - with accounting software like QuickBooks, Peachtree, and Tally as well as advanced MS Excel skills; holds strong attention to detail, good analytical, logical-thinking, and problem-solving skills
- Competent and committed team player with excellent communication and interpersonal skills; capable of designing and executing assigned tasks timely and maintaining efficient collaboration with colleagues to ensure operational efficiency

CORE STRENGTHS & ENABLING SKILLS

Accounting Management M.s M.s
Word

M.s excel
Bookkeeping & Reporting

QuickBooks & Peachtree
Tally & MS Excel

Accounts Payable & Receivable
Petty Cash Handling

Ledger max
PowerPoint

Team Building & Leadership Skills
Communication & Presentation Skills

PROFESSIONAL EXPERIENCE

Fajar Al Karama Genral Contracting company (Abu Dhabi United arab emirates)

Working as "**Assistant ACCOUNTANT**", Feb 2023 – Present

Responsibilities/Accomplishments:

- Adroitly handling responsibilities regarding general entries, making payroll, creating balance sheets, and keep purchase and sales orders
- Managing profit/loss statements and ensuring compliance with financial policies and regulations; preparing and presenting reports

Tradeworth international company (karachi Pakistan)

Worked as "**Accountant**" September 2021 to September 2022

Responsibilities/Accomplishments

Substantiates financial transactions by auditing documents. Maintains accounting controls by preparing and recommending policies and procedures. Guides accounting clerical staff by coordinating activities and answering questions. Reconciles financial discrepancies by collecting and analyzing account information

Zarii Tarqiatii Bank Limited Lakki Marwat

Worked as "**Accountant Experience**", April 2020– Aug 2021

Responsibilities/Accomplishments:

I served as an Internee at Zarii Tarqiatii Bank Limited in Lakki Marwat for a year. In this role, I was responsible for various tasks, including account opening, managing PLS savings accounts, and assisting with the dispatch section. This internship provided me with valuable insights into the banking sector and enhanced my skills in customer service and account management.

PROFESSIONAL QUALIFICATION

University of Science & Technology, Bannu, Pakistan (2018)

M.Com

University of Science & Technology, Bannu, Pakistan (2015)

B.Com

PROFESSIONAL CERTIFICATIONS

Certificate of **Three Months Computerized Accounting Diploma**, NAVTTC (2021)

Diploma of Information Technology from BTE, Peshawar, Pakistan (2015)

**Abu Dhabi, United Arab
Emirates**