

Muhammad Ali

Accountant

Motivated professional with more than 5 years of post-qualification work experience, who believes that learning is a life long process. I am willing to adapt to changing workplace dynamics and very keen for my professional growth in diverse setups.



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VISA STATUS: VISIT VISA

WORK EXPERIENCE

Accountant

Wood World Carpentry and Decor Works

02/2023 - Present

Ajman, UAE

Achievements/Tasks

- Prepare bank reconciliation & ledgers reconciliation.
- Prepare project wise expense and revenue report.
- Prepare quotations & Invoices.
- Prepare of Income & loss statement of Project wise.
- Manage petty cash & Prepare salaries and calculation of Over time.
- Perform HR and admin responsibilities.
- Manage all staff & coordination with owner & other stakeholders.

ACCOUNTS EXECUTIVE

Ghani Global Group

02/2020 - 12/2022

Lahore, Pakistan.

Job Description:

- Prepare bank reconciliation.
- Prepare ledgers reconciliation.
- Assist manager in TAX Returns.
- Prepare accounts receivables and payables.
- Prepare cost related reports and investigate for variances.

Sr. ACCOUNTS OFFICER

Al-Khidmat Khawateen Trust

10/2018 - 12/2020

Lahore, Pakistan,

Job Description:

- Prepare bank reconciliation statement.
- Prepare salaries, increment and bonus as per company police.
- Prepare budget & investigate for any variance.
- Prepare cash payment vouchers, general vouchers, bank payment & bank receipt vouchers, cash receipt vouchers.
- Prepare quarterly fund report.
- Filing withholding income & sale tax.

Accounts Executive

Alfalah Insurance Company

12/2017 - 10/2018

Lahore, Pakistan

Job Description:

- Record daily transactions.
- Manage petty cash.
- Assist audit team as per manager instructions.
- Prepare computerized cheques and relevant voucher.

INTERPERSONAL SKILL

Excellent communication & presentation skills.

Team player.

Strong time management and organization skills.

Good negotiation skills.

Stress management

EDUCATION

M.Com (Master in Commerce) (10/2014 - 08/2016)

UMT (University of Management and Technology)

LANGUAGE

ENGLISH

Professional Working Proficiency

PUNJABI

Native or Bilingual Proficiency

URDU / Hindi

Native or Bilingual Proficiency

SOFTWARE

MS Office (Excel, Word, Powerpoint)

GIS (General Insurance System)

Financial Accounts (E360 Web-based)

Quick Book

Oracle