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EDUCATION

Bachelor of Mass
Communication: Mass Media
**National University Of
Modern Languages (NUML)**,
Pakistan, January 2015 - June
2019

PERSONAL DETAILS

Date of Birth / Age:
01/04/1995
Nationality: Pakistani
Marital Status: Married
Visa Status: Employment
Gender: Male
Religion: Muslim
Passport: HN8964541

LANGUAGES

English

Fluent

Urdu

ZOHAIB LIAQUAT

PROFESSIONAL SUMMARY

Diligent Professional with years of exposure in maintaining accounts, such as recording business transactions, updating, and maintaining general ledgers, preparing invoices, documenting receipts & payments, overseeing ageing accounts receivable, supporting audits with the financial information, and proceeding with the financial closing. Skilled in driving and balancing financial efficiency and leading a multi-arm financial spectrum, including developing and implementing financial policies, procedures, and systems.

WORK HISTORY

March 2022 - Current

LSPL SHIPPING LLC - Accountant, DUBAI, United Arab Emirates

Key Deliverables as Accountant

- Maintained, managed and recorded day-to-day transactions
- Prepared, maintained and managed general ledger accounting
- Inspected, verified and reconciled accounts receivable records and its balances
- Preparing asset, liability, and capital account entries by compiling and analyzing account information
- Preparing and examining financial records and ensuring information is up to date and accurate.
- Preparation and monitoring of budgets to ensure financial stability and growth.
- Reconcile bank statements and monitor cash flow to identify any discrepancies or issues
- Monitor and manage expenses, including vendor payments and employee reimbursements
- Prepared & recorded keeping of Monthly Invoices of customers
- Accountable for preparation of Vouchers on daily basis & recording entry using ERP; preparation of Monthly Expenses, Profit & Loss Report
- Led various functions such as maintaining Receipts & Payment Records, maintaining and Updating Bank ledgers & Cash Register
- Performed all activities related to accounts payable / receivable function including reviewing & processing payments
- Monitored payments due from clients and promptly contacted clients with past due payments
- Manage account payable / receivable and expense control procedures,
- including bank & account reconciliation ,cash receipts, disbursements, finance charges , invoice billings & purchases
- Maintained all Accounting voucher entry
- Maintained general ledger and balance sheet across accounts payable,cash accounts, and fixed assets

- Prepared and posted journal entries and performed accounting corrections to ensure accurate records
- Calculating net salaries, deductions, and withholding. Updating payroll files and general ledger
- Maintain organized and complete financial documentation for audits and reference
- Analysed monthly reporting to reconcile production operations and general ledger.

September 2019 - August 2021

MTBC -Medical Transcription & Billing Company(US) - Account executive,
Islamabad, Pakistan

Key Deliverables as Account Executive

- Ensure quality, timeless and accuracy in entire billing process
- Communication with New Jersey Management regarding practice issues
- Making Calls to providers' offices on day to day activities (when required)
- Respond to customer inquiries via phone, email
- Resolve customer complaints and issues in timely and professional manner
- Maintain accurate customer records and order information in system
- Collaborate with other departments to ensure customer satisfaction
- Checking Daily work (FTP/Scanning/other received from providers' offices)
- Checking/sending/replying SSC Messages/Emails from Providers' offices, NJ, and other department
- Communication with insurance and clients to manage revenue cycle
- Follow up of claim from healthcare insurances
- Provide sign-off and report to immediate Supervisor
- Keep record of client transaction
- Develops and maintain long-term relationships with client
- Communicate clearly progress of monthly/quarterly initiatives to internal and external stakeholders
- Participate in training and development programs to improve customer service skills

SKILLS

Accounts
Reconciliations
General Ledger Accounting
Finance Management
Payroll
Invoicing
Customer Service
Accounting Reports

Inventory Management
Analytical skill
Financial Statements
Pressure handling
Highly disciplined
Cash Handling