

CURRICULUM VITAE



MUGHEES JAVED

United Arab Emirates

Mob : +971 551574308

Email: mugheesjaved27@gmail.com

Objective:

To seek a challenging position in a dynamic environment and desire to progress further in the same field and like to grow with the organization and prove to be an asset for its effective functioning and for the achievement of organizational goals and its success.

Skills:

- ◆ Effective Time Management
- ◆ Financial Reporting
- ◆ Efficient and well-behaved person
- ◆ Advance Command on Excel & Word
- ◆ Excellent work on Quick-Books
- ◆ Technical Ideas on Current Situation

Work Experience:

- ❖ **1 YEAR WORKING EXPERIENCE AS Accounts Officer with MHR Support Limited – UK**
- ❖ **3 YEAR WORKING EXPERIENCE AS Accounts Officer with al Barkat spinning mills – Pakistan.**

Duties & responsibilities:

- ❖ Maintaining financial records.
- ❖ Handling accounts payable and receivable.
- ❖ Checking invoices.
- ❖ Resolving accounts to the general ledger.
- ❖ Contacting clients about transactions and invoices.
- ❖ Handling queries related to accounts.

Education Qualification:

- Inter mediate – Premedical Punjab Group Of collage
- Bachelor Of commerce - University of Punjab

Personal Profiles:

Date of Birth	:	10/02/1998
Nationality	:	Pakistan
Gender	:	Male
Marital Status	:	Single
Languages Known	:	Hindi & English

Passport/Visa Details:

<u>Passport No</u>	<u>Date of Expiry</u>	<u>Visa Status</u>
LF8673331	11/12/2033	Visit Visa

Declaration:

I hereby declare that the above details furnished by me are true to the best of my knowledge and belief.

