



MUHAMMAD UBAID ULLAH

CONTACT DETAILS

Location:

Dubai, United Arab Emirates

Contact Number:

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Email Address:

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Notice Period:

Immediately

Visa status:

Own Visa

ACADEMIC CREDENTIALS

Master of Business Administration

The Islamia University of Bahawalpur

Duration: 2019 - 2023

Bachelor of Statistics

The Islamia University of Bahawalpur

Duration: 2017 - 2019

PERSONAL DETAILS

Date of Birth:

18-Nov-1994

Passport Details:

AS2092801 (Valid till Aug 2025)

Gender:

Male

Marital Status:

Single

Nationality:

Pakistani

LANGUAGES

- Urdu (Native)
- English (Fluent)

CAREER SUMMARY:

Accurate and meticulous accounts professional skilled at managing accounts payable, accounts receivable, invoices, vouchers handling, journal ledger entries, maintaining all accounting records and files. Effective communicator with great analytical skills and excellent teamwork abilities.

CAREER EXPERIENCE:

Tax Intern

de Risc Private Limited, Pakistan

SEP'23 TO NOV'23

Duties & Responsibilities:

- ✓ Reviewed and processing invoices, Sales Tax, Income Tax return files.
- ✓ Ensuring the accuracy of all data.
- ✓ Maintained all accounting records and files.
- ✓ Managed accounts payables & account receivable.
- ✓ Improved the efficiency and recorded general ledger entries.

Administration Intern

Zarai, Taraqiati Bank Limited, Pakistan

JUN'23 TO AUG'23

Duties & Responsibilities:

- ✓ Concern with all departments.
- ✓ Perform data entry task.
- ✓ Assist in the preparation of written documents.
- ✓ Ensuring all documents are accurately filed.

Junior Accountant

Coca cola Distributor, Pakistan

JAN'22 TO FEB'23

Duties & Responsibilities:

- ✓ Posting journal entries.
- ✓ Maintaining account payable.
- ✓ Update banks statements.
- ✓ Vouchers handling.
- ✓ Maintained all documents and files.

Cashier

Mushtaq Pharmacy, Pakistan

JAN'21 TO DEC'21

Duties & Responsibilities:

- ✓ Managing transactions with customers using cash registers.
- ✓ Scans goods & ensuring pricing is accurate.
- ✓ Collecting payments whether in cash or credit.

CERTIFICATES

- ✓ Excel Fundamentals – Formulas for Finance
- ✓ SAP B-ONE & ERP
- ✓ Peachtree Software
- ✓ Mini MBA in Project Management

CORE COMPETENCES

- ✓ Account Management
- ✓ Time Management
- ✓ Schedule Management
- ✓ Problem Solving
- ✓ Ability to prioritize works accordingly
- ✓ Report Development

SOFT SKILLS

- ✓ Good Command in Microsoft Office
- ✓ Intermediate in SAP B ONE
- ✓ Intermediate in Peachtree
- ✓ Intermediate in QuickBooks
- ✓ Excellent Managerial Skills