



MUHAMMAD HAMZA

AL AIN, UNITED ARAB EMIRATES + 971 566400984

DETAILS

D.O.B 25 - 03 – 1990

Nationality : Pakistani

Visa status: Own Sponsored

Al Ain

United Arab Emirates

+ 971 566400984

hamzasher khan90@gmail.com

◦ SKILLS ◦

Microsoft Office

SAP Business One

◦ LANGUAGES ◦

Pashto

Urdu

English

PROFILE

Result-driven accountant skilled at working quickly and accurately under tight deadlines. Adaptability to pressure and adapt at all functions of accounting including accounts receivable, and accounts payable, and provide executive administrative support. Dedicated to providing exemplary work and supporting to overall mission and vision of the company.

EMPLOYMENT HISTORY

Senior Accounts Executive at Needle Craft Textiles & Tailoring SP LLC, Abu Dhabi

June 2023 — January 2024

- Managing the Company's overall operations.
- Produced monthly financial reports i.e. receivables, payable, and petty cash reports that accurately reported financial performance and provided insights for decision-making.
- Prepared and submitted tax returns within the required deadlines, resulting in no penalties or delays.

Sales Executive at Derby Marketing Group, Abu Dhabi

February 2023 — May 2023

- Conduct market research to identify selling possibilities of credit and debit cards, and evaluate customer needs for bank loans.
- Actively seek out new sales opportunities through cold calling, networking, and social media.
- Set up meetings with potential clients and listen to their wishes and concerns.
- Negotiate/close deals and handle complaints or objections.
- Collaborate with team members to achieve better results.

Senior Executive Accounts at Frontier Foundry Steel Mills Private Limited, Pakistan, Islamabad

September 2018 — November 2022

- Managed accounts receivable and accounts payable to ensure accurate and timely payment of invoices.
- Deal with customers' disputes about the accounts receivables & resolve them on priority.
- Circulate weekly/monthly consolidated receivable position in respect of each region to the respective Sales Operation team at the end of every week/month.
- Punctually review the customer's ledgers for timely reconciliation.
- Monthly visit Respective Center for customers' accounts receivable reconciliations.
- Prepare and process salaries of the sales staff of their respective Center

Accounts Assistant at Isra University Islamabad Campus, Islamabad

January 2016 — August 2018

EDUCATION

MS in Management Sciences, COMSATS University Islamabad, Islamabad

February 2014 — March 2017

BBA (Hons), Institute of Management Sciences, Peshawar

November 2008 — December 2012