

Muhammad Raheel
Mobile: 0557382029
Email: raheeljutt839@gmail.com,
AL AIN U.A.E.



Personal Summary:

An enthusiastic and a motivated accountant with 5+ years' experience in organizing and managing the financial aspect of the Trading Business. Track Record of on-the-spot decision making. Focused on ensuring financial needs while enforcing standards for individual performance in accordance to the organization's standard and core ethics. Proven competence in efficiently tracking payments. Strong problem-solving and communication skills demonstrated in successful resolution of customer billing issues. Recognized as a dedicated worker who is driven to meet accounts receivable targets and contribute to the company's profitability.

Employment History:

JAN 2023 _ JAN 2025: AL NASEER TRADING L.L.C

(AL AIN, U.A.E)

Accountant:

- Manage all accounting operations including Billing, A/R, A/P, GL and Counsel, Inventory Accounting and Revenue Recognition
- Coordinate and direct the preparation of the budget and financial forecasts and report variances.
- Prepare and publish timely monthly financial statements
- Coordinate the preparation of regulatory reporting
- Research technical accounting issues for compliance
- Support month-end and year-end close process
- Ensure quality control over financial transactions and financial reporting
- Manage and comply with local, state, and federal government reporting requirements and tax filings
- Develop and document business processes and accounting policies to maintain and strengthen internal controls

DEC 2020 – DEC 2022: Tax express L.L.C (Fujairah)

Assistant Accountant:

- Support duties related to accounts payable and accounts receivable functions
- Assist with preparation of financial and statistical statements and reports
- Analyze financial information in order to identify discrepancies
- Research and resolve discrepancies in a timely fashion
- Maintain confidentiality of all financial data
- Interpret and apply accounting policies, rules, and regulations to all work in order to ensure compliance with applicable standards
- Compile and prepare routine reports and summaries Invoice processing
- Processing expense requests
- Credit control
- Cash book maintenance
- Maintaining the company purchase and sales ledgers
- Banks reconciliation
- Raising sales invoices
- Liaising with third party providers, clients and suppliers
- Basic administration
- Updating and maintaining procedural documentation
- PETTY Cash Management

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- **University of Punjab**
(Lahore, Pakistan)
Bachelors in Commerce
(B.com)
 - **Government Commerce, College**
(Sialkot, Pakistan)
 - **INTERMEDIATE in Commerce (I.com)**
 - **BISE, Gujranwala (Gujranwala, Pakistan)**
Matriculation

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- **Name** : -Muhammad Raheel
 - **Telephone** : - 0557382029
 - **Date of Birth** : -10/01/1996
 - **Marital Status** : -Single
 - **Languages known** : -English, Urdu, Hindi, Punjabi, Arabic.
 - **E-mail** : raheeljutt839@gmail.com

COMPUTER SKILL:

- TALLY ERP
- MS OFFICE