



Muhammad Rashid

Senior Accountant

rashidlawangeen@gmail.com

+971566350474

Sharjah, UAE

An experienced Accountant with 5+ years of efficiency seeking an accountant position in a leading company where I can develop my career besides using my experience and great skills to improve work performance, development, make progress to the company and also achieve my own objective.

WORK EXPERIENCE

Senior Accountant Tareeq al Aman

03/2024 - Present

Used Electric devices and computers LLC, Subsidiary company of A2c Pvt Ltd UK

Achievements/Tasks

- **Financial Statement Preparation:** Prepare and analyze monthly, quarterly, and annual financial statements to provide insights into the company's financial health.
- **Budgeting and Forecasting:** Assist in the preparation of budgets and forecasts to support strategic planning and resource allocation.
- **General Ledger Management:** Oversee and manage the general ledger, ensuring accurate reconciliation of account balances and bank statements.
- **Accounts Oversight:** Supervise accounts payable and receivable processes, reviewing and processing expense reports and invoices for compliance.
- **Compliance and Internal Controls:** Prepare and file tax returns (VAT), implement internal controls, and ensure the integrity of financial systems and data.

Accountant Valencia Bldg Mat Tr LLC

02/2021 - 03/2024

Sharjah, UAE

Achievements/Tasks

- **Financial Management:** Oversee daily cash reports, manage payroll processing, and prepare bank reconciliation statements to ensure accurate financial tracking and reporting.
- **Accounts Payable and Receivable:** Follow up on accounts payable, manage customer invoices and claims, and ensure timely payments to maintain healthy cash flow.
- **Data Analysis:** Analyze financial data to identify revenue generation and loss areas, supporting informed decision-making and strategic planning.
- **Record Keeping and Compliance:** Maintain accurate office records, verify invoice accuracy, and prepare monthly closing schedules to support audits and compliance.
- **Communication and Coordination:** Manage customer communications, prepare financial reports, and collaborate with team members to ensure smooth operational processes.

Accountant APEX Consulting of Pakistan

06/2017 - 09/2019

Pakistan

SKILLS

Bookkeeping

Accounts payable

Financial reporting

Account reconciliation

Cost accounting

General ledger accounting

Proficiency in IT

VAT return

Accounts receivable

Internal auditing

VAT invoices

Preparing accounts

Compiling

Payroll processing

CERTIFICATION & TRAINING

Certification in Computer

Certification in office automation and internet

Certification in computer hardware and software

VAT training & Principle of accounting training

HONOR AWARDS

Awarded for arrangement of different seminar

Hazara University

Worker Welfare Board scholarship holder for MBA degree

Hazara University

Awarded for different sports activities

Hazara University

LANGUAGES

English
Full Professional Proficiency

Urdu
Native or Bilingual Proficiency

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WORK EXPERIENCE

Accountant APEX Consulting of Pakistan

06/2017 - 09/2019

Pakistan

Achievements/Tasks

- **Accounting Management:** Oversee all accounting operations, ensuring compliance with accounting principles and managing both Accounts Payable and Accounts Receivable effectively.
- **Financial Reporting :** Conduct month-end and year-end close processes, prepare monthly profit and loss statements, and generate comprehensive financial reports as required.
- **Payroll and Expense Oversight :** Manage payroll processing and daily employee expenses, ensuring adherence to organizational policies and maintaining control over costs.
- **Team Leadership:** Lead the finance and admin team, fostering collaboration while monitoring budget compliance and managing vendor accounts efficiently.
- **Data Accuracy and Analysis:** Verify the accuracy of invoices and accounting documents, while collecting and analyzing financial data to support informed decision-making.

TOOLS

Advance Ms. Excel(Expert)

Advance Ms. Word(Expert)

Advance Ms. Power(Expert)

Outlook

Tally.ERP9

Quick Book Accounting

Zohobook

In page and Photoshop.

INTEREST

SPORTS

Reading

Business

Travelling

Internet Surfing