



Mujeeb Ur Rehman

Accountant / Clerk

Personal Info

-  mujeebrehmanac@gmail.com
-  +971 50 601 1442
-  Dubai, 00000, United Arab Emirates
-  PAKISTANI
-  01/03/1997

Education

- **Master of Commerce in Commerce**
University of Peshawar April 2022
- **Bachelor of Commerce in Commerce**
University of Peshawar October 2019
- **Intermediate**
Govt. Degree College April 2015
- **Matric**
Iqra Children Academy March 2013

Skills

Excel Spreadsheets

Financial Reporting

Teamwork

Microsoft Office

Time Management

Bookkeeping

Data Entry

Summary

Dynamic Accountant skilled in analysing financial indicators such as operating and capital expenditures, proposals, and rates of return. Serves as a financial adviser for multiple University of California departments, with extensive experience establishing budgets and developing reports. Earned reputation as a perceptive and practical troubleshooter with a unique ability to solve large-scale problems often deemed too challenging for others. Analytical, organised, and deadline-driven professional, holding uncommon integrity and a commitment to excellence.

Work Experience

Data Entry Operator, Omnix International Dubai-Burjman Business Tower

January 2024 - September 2024

- * Entering customer and account data from source documents within time limits.
- * Compiling, verifying accuracy and sorting information to prepare source data for computer entry.
- * Reviewing data for deficiencies or errors, correcting any incompatibilities and checking output.

Data Entry Clerk, Zomato-Ajman, Ajman City

September 2022 - February 2023

- * Handle cash, credit, or check transactions with customers.
- * Scan goods and collect payments.
- * Issue change, receipts, refunds, or tickets.

Assistant Accountant, Mcolson Research Laboratory Peshawar

May 2019 - March 2021

- * Reconcile invoices and identify discrepancies.
- * Create and update expense reports.
- * Enter financial transactions into internal databases.
- * Issue invoices to customers and external partners, as needed.

Client Relations

Auditing

Work ethic

Problem-solving

Communication

Interpersonal skills

Interpersonal skills

Adaptability

Leadership

Adaptability

Reconciliation

Attention to detail

Creativity

Accounting

Languages

English

Urdu

Hindi

Pashto

Cashier in Allied Bank, Peshawar, Pakistan

October 2017 - January 2019

- * Accurately handle cash, credit, debit, and other forms of payment.
- * Ensure that all transactions are recorded correctly in the system.
- * Provide receipts, give change, and count cash when needed.

References

References available upon request