



MUHAMMAD NADEEM

CONTACT

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LANGUAGE

English, Urdu,
Arabic, Punjabi, Kashmiri

EDUCATION

- M.Com (2016) - University of Kotli, AJK •
- B. Com (2014) — University of AJK, Muzaffarabad
- I.Com (2012) — BISE Mirpur, AJK Matric (Science) (2010) — F.BISE
- Basic Computer Course (06 Months) — TEVTA AJK

COMPUTER SKILLS

OBJECTIVE

An accountant is a financial professional who reviews and analyses financial records and keeps track of a company's or individual's income, expenditures, and liabilities. An accountant may also work in project planning, cost analysis, auditing, and financial decision-making.

PROFESSIONAL EXPERIENCE

- Accounts Executive - Just Line Transport, Experience in Dubai (Dec 2017 — June 2018)
- Accountant: Al Moharek Al Yabane Auto Parts and Equipment's Experience in Dubai (June 2022 to till continue)
- AR Specialist - Bell Medex, Rawalpindi (Sep 2020 — May 2021)
- Accounts Manager Operations - MTBC, Rawalpindi (Jan 2019— Aug 2020)
- CSR — J Telemarketing, Rawalpindi (July 2018 — Dec 2018)
- Accounts Executive - Just Line Transport, Dubai (Dec 2017 — June 2018)
- Accounts Executive — Shamo Jee Fabrics, Rawalpindi (April 2017 — Nov 2017)
- Sales Representative - MCB Palandri Branch, AJK (Sep 2016 — Mar 2017)

DUTIES AND RESPONSIBILITIES

- Time management.
- Analytical thinking.
- Problem-solving skills.
- Organization and strong attention to detail.
- Stellar written and verbal communication skills.
- Active listening.
- Clerical knowledge.
- Business knowledge.

- Knowledge of Computers
- Billing Software,
- MS Office
- Tally
- Talent
- Typing
- Internet

PASSPORT DETAILS

Passport No: **YC4139583**
Issue Date : **25-09-2024**
Expiry Date : **24-09-2029**
Place of issue **Pakistan**

PERSONAL INFORMATION

Father Name : **Muhammad Kabir Khan**
Nationality : **Pakistan**
Date of Birth : **15-04-1993**
Gender : **Male**
Marital Status : **Married**
Visa Status : **Cancel Visa**

DECLARATION

Thank you for taking the time to review my resume. I look forward to talking with you.

Sincere

MUHAMMAD NADEEM