



Master's Degree with Certification in financial and management accounting. Highly detail-oriented individual, eager to contribute towards the building of a strong finance team. Skilled at handling Audit projects and Balance Sheets, trial balance. Knowledge and understanding of various Accounting and Finance tools with UAE VAT rules and regulations.

# OSAMA SHAKIL

[LinkedIn](#)

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Address: Dubai, U.A.E

## Skill Highlights

- **Soft skills:** Communication, critical thinking, attention to detail, multi-tasking, organization.
- **Technical Skill:** Financial statements, account analysis, Balance sheet, UAE VAT, Financial accounting, Management accounting, Budgeting-Costing, MS Excel Financial modeling, accounting terminology, mathematics.
- **Digital Marketing:** with SEO, social media expertise, Website Development Branding, Google ads, Content Marketing, Website Optimization.

## Certifications

- Certified Finance Management professional
- UAE VAT
- Advance excel in Financial modeling
- MS office professional
- Digital Marketing Professional

## Languages

- English
- Urdu

## Experience

### Thamdeen Contracting L.L.C

#### Jr.Accountant (2024-2025)

- Preparing Balance sheets, manage general ledger accounts, update financial statements.
- Maintain accounts receivable and accounts payable, pay monthly payroll, and prepare financial reports and quotation.

### PWG Group

#### Global Mobility Consultant, DUBAI, UAE (2023-2024)

- Provide professional visa consultation and advice to Clients
- Achieve sales targets by identifying client needs and offering tailored visa solutions
- Executing tele sales campaigns
- Participate in sales meetings, training, and other company events to enhance product knowledge and sales skills
- Managing clients' portfolios

### Barkeys Marketing Management L.L.C

#### Tele Sales Executive, DUBAI, UAE (2023)

- Answer Executing tele sales campaign for assigned IPO's
- Providing detailed and thorough insights to customers about the IPO's
- Getting new leads for investment through tele sales calls
- Arranging meetings with potential clients
- Managing clients' portfolios

### Al Turath Engineering Consultant L.L.C

#### Assistant Accountant, DUBAI, UAE (2022)

- Recording daily transactions and making voucher entries
- Verification of cash and bank payments
- Reconciliation of bank, customer and suppliers accounts
- Petty cash: Verifying & approving petty cash vouchers of expenses.
- Reconciliations: Intercompany, Bank, Supplier etc.

## **Euthalia Talent Management**

### **Intern, DUBAI, UAE (2021)**

- Data base preparation
- Contacting schools and Universities for Appointments
- Planned Events (Parties, Sports Day)
- Conducted training sessions
- Produced email campaigns on a monthly basis
- Recorded and administrated on sales and forwarded them to the relevant department
- Provided clients with great quotations
- Wrote detailed sales forecast for the company managers which proved very effective
- Communicated any new products to our customers
- Created professional sales script.

### **PROJECTS EXECUTED IN COLLEGE**

- Implementation of allotment module facilitated in maximizing cargo profits with improved allotment of cargo space and profitability
- Organized events in the MBA London American City College

### **Sports Day**

- Organized and arranged sports programs
- Arranging ground
- Distributing prizes to students

### **Graduation Day**

- Organized and arranged graduation day for the students.
- Arranging the Photographer for clicking the photo
- Organized party for 150 students

### **Qualification:**

**MBA from UBIS University, Switzerland**  
Specialization in International Business

**Dubai, UAE**

**BBA from UBIS University, Switzerland**  
Specialization in International Business

**Dubai, UAE**

### **Personal Information:**

- **Nationality:** Pakistan
- **Marital Status:** Single
- **Visa Status:** Residence visa
- **Languages:** English & Urdu
- **Driving License:** UAE Driving License - 2019 - 2026

### **Reference:**

Will be provided upon request