



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