



Muhammad Hayat

Contact: +971568532579

Gmail: hayatkhan5426@gmail.com

DOB: 05/04/1993

Nationality: Pakistan

License: UAE driving license

Education: Bachelor of Business Administration (Finance)

Profile:

Results-driven Accounting professional with 3 years of experience in financial administration and data management. Expertise in processing invoices, maintaining precise financial records, and enhancing vendor relationships through effective communication. Proficient in developing and implementing systems for tracking accounts receivable and payable, ensuring accuracy and efficiency. Committed to contributing to financial accuracy and operational success in an Accounting role.

Employment History:

Accounting clerk, Multiwaves building maintenance llc, Dubai (April 2024 Feb 2024)

- Processed invoices and payments in day to day transactions.
- Developed and maintained a system for tracking accounts receivable and payable.
- Collaborated with other departments to resolve accounts and invoicing issues.
- Developed and maintained accurate records of customers and vendors accounts.
- Reconcile the bank statement and company account for discrepancy.
- Prepared financial statements on weekly, monthly and quarterly basis.

Data Entry Operator, Artistic textile, Karachi (May 2020 April 2022)

- Maintained computerised database of employees, vendors and customer's records.
- Database monitoring to gather data for missing papers and materials.
- Verify the accuracy of information and resolve any discrepancies.
- Generate reports from data system as management requests.

Cash Collection, BAK Pharmacy, Karachi (March 2018 Feb 2020)

- Performed cash handling duties and reconciled daily cash transactions.
- Developed an automated data collection system that reduced time consuming.
- Communicate effectively with customers to explain payment terms for Payment collection.
- Follow up outstanding payments to increase cashflow and collection performance.
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Education:

Bachelor of Business Administration (BBA) in Finance (CGPA 3.2/4) (2014__2018)

Karachi institute of economics and technology (PAF_KIET)

Intermediate education in Computer science (2012__2014)

Fazaia Intermediate College, Karachi

Skills:

- Organizational and time management skills
- Financial statement Preparation.
- Proficiency in Excel and accounting software.
- Ability to do multitask.
- Communication skills.
- Fast Learning skills.

Languages:

(English, Urdu)