



MUHAMMAD SAQIB NAZEER

ADDMINISTRATIVE ACCOUNTANT & DATA ENTRY OPERATOR

CONTACT

+971 55 342 3606
saqibuchsharif@gmail.com
Dubai, United Arab Emirates

Visa Status: Own Visa
Nationality: Pakistani

EDUCATION

ISLAMIA UNIVERSITY OF BAHAWALPUR

Bachelor of Commerce
2012 - 2016

SECONDARY EDUCATION OF BAHAWALPUR

Intermediate of Commerce
2010 - 2012

SKILLS

- Internet
- Social Media
- Computerized Accounting
- MS Office
- Communication
- Dealing
- Problem Solving
- Team Leadership

COURSES

- MS Office
- Diploma of Computerized Accounting
- Peach Tree, Quilckbook, Tally9

LANGUAGES

- English
- Urdu
- Hindi
- Punjabi

ABOUT ME

Detail-oriented Administrative Accountant with strong expertise in financial record-keeping, invoicing, and budget management, combined with advanced computer skills in data entry, documentation, and office software operations. Adept at streamlining administrative processes, maintaining accurate accounts, and ensuring smooth day-to-day office operations

EXPERIENCE

Accountant, Data Entry, Computer Operator and Office

Management

2023 - 2024

Pact Company, Dubai

- Managed financial records, bookkeeping, and reconciliation with accuracy and confidentiality.
- Prepared invoices, vouchers, and financial statements in compliance with organizational policies.
- Performed high-volume data entry with speed and precision using MS Excel, Word, and accounting software.

Team Leader

2024 - 2025

Talabat, Dubai

- Supervised and motivated team members to achieve individual and group targets.
- Assigned tasks, monitored performance, and provided constructive feedback for improvement.
- Fostered a positive work environment that encouraged collaboration and problem-solving.

ACHIEVEMENTS

- Prepare invoices, payment vouchers, and journal entries
- Track and monitor accounts payables
- Create and submit
- Reports on your activities on weekly and monthly basis
- Manage petty cash funds
- Support senior accountants with various accounting tasks.
- Create spreadsheets to track important Customer information and orders
- Transfer data from hard copy to a digital database
- Update customer information in database.
- Organize existing data in a spreadsheet.
- Verify outdated data and make any necessary changes to records.
- Provide support during audits and financial reviews
- Bank Reconciliation
- Verifying the accuracy of the data
- Maintain the update office record and documents.
- Prepare and manage invoices,
- Receipts and financial record.