

Muhammad Umer Bilal

Administrator, Accountant

Accurate and immensely motivated Finance student. Highly skilled at generating and analyzing financial reports, leading cash flow analysis, and refining tax plans. Possess analytical skills and have extensive knowledge of multiple accounting software programs, tools, and processes. Having the ability to work in a team and also within a fast-paced environment.



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📍 DEIRA DUBAI, Dubai, UAE

EDUCATION

MSc Accounts and Finance

GIFT University

2020

Gujranwala, Pakistan

Bachelors in Associate Degree Program

University of Central Punjab

2017

Lahore, Pakistan

WORK EXPERIENCE

DEO (Data Entry Operator)

DWTC (Dubai World Trade Centre)

10/2023 - Present

Dubai

Achievements/Tasks

- Registration for people
- Making Badge to make them entrance
- Helping to other fellows in difficulties

ACCOUNTANT

DOCUMENT CLEARING SERVICES CO.

05/2022 - 08/2020

DUBAI, UAE

Achievements/Tasks

- Manage daily balancing and reconciling of cash accounts and handle daily bank deposits
- Boost the Agent who are working in Our Company just to increase the Sales.
- Maintain petty cash logs, receipts, and balances
- Reporting

Administrator, Accountant, Inventory handling Sale & Purchase Handling, Marketing

Fiber Glass Company

10/2020 - 11/2021

Gujranwala, Pakistan

Achievements/Tasks

- Manage daily balancing and reconciling of cash accounts and handle daily bank deposits.
- Maintain petty cash logs, receipts, and balances.
- Administrative Responsibilities
- Reporting and need analysis

SKILLS

Account Handler

Sales prospecting

Financial Accounting

Presentation skill

Microsoft Office

Bank Reconciliation

Research and development

Word press

REFERENCE

HR MANAGER

- Behind of Avani Hotel Deira, Dubai
- +971567637173
- malikumar22@yahoo.com

Sales Manager

- Al Muteena ST, HorAlAnz, Dubai
- +971502521029
- furqanarshad84@gmail.com

CERTIFICATES

Spoken English

IELTS

LANGUAGES

English

Full Professional Proficiency

Urdu

Full Professional Proficiency

Hindi

Full Professional Proficiency

Punjabi

Full Professional Proficiency

INTERESTS

Gym

Traveling

Movies