

COVER LETTER

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Dated: 18-06-2019

HR Manager,
Dubai,
United Arab Emirates

Re: Accountant

I am applying for the above position advertised on gulf newspaper on 17th June, 2019, I would like to have a career to expand my experience. I will bring my skill-sets & experience for working with your team. I sincerely want to occupy on this position.

I have more than 5 years' experience as General Accountant in Power zone. L. L. C. Dubai, UAE, (currently working). & 3 years' experience as Accountant in Unity Advertising Agency, Lahore, Pakistan. My resume is enclosed herewith for your consideration and record. It speaks more about me; the information in this will help you to consider me right person with exact profile that is required by your organization.

Thank you for your time and consideration.

I look forward to receiving your positive response.

Sincerely,

Muzmmal Hussain

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Dubai, UAE



PROFESSIONAL SUMMARY

A confident, multi-skilled & capable General accountant with excellent knowledge of finance & accounting procedures. Exceptional analytical & problem solving skills & able to provide financial information to all areas of the business whilst ensuring that all management information is accurate. Having a proven ability to drive out inefficiencies through process improvement as well as assist in the maintenance & development of financial systems and accounting procedures. Now looking for a new & challenging accountancy position, one which will make best use of my existing skills and experience & also further my development.

WORK EXPERIENCE

8 Years of Professional Experience

- 1) **Power Zone LLC** (May 2014 – Present)
Dubai, UAE
General Accountant
- 2) **Unity Advertising Agency** (March 2011 – April 2014)
Lahore, Pakistan
Accountant

Supporting the business by assisting to produce accurate financial and management accounting information on which financial decisions are based. Also involved in compiling financial reports and analyses, whilst working to strict deadlines.

Key responsibilities

- Experienced in preparing monthly financials like Trial Balance, Profit & Loss a/c, Balance Sheet, Cash Flow statement, Ratios and Analytical points on Financials.
- Expertise in Preparation of monthly schedules.
- Strong in interaction with Auditors for Finalization of Accounts.
- Registering all accounting entries using QuickBooks accounting Software.
- Vouching of Cash and Bank Books, Sale and Purchase Register, Debtors Ledger, Creditors Ledger, General Ledger so as to authenticate the figures appearing in the Books of Accounts of the client.
- Expertise in preparing of weekly Bank, Cash positions and Cash Budget statement.
- Perform Cashier duties including receipts and payments at front desk.
- Employee's payroll & payments to vendors.
- Supervising junior financial staff.
- Contribute to monthly close process and annual audit
- Conversant with PAYE and VAT reconciliations.
- Organized financial analysis, market research and due diligence filings materials.
- Prepared and examined financial records.
- Deal with all day to day accounting procedures & Deal with bank matters.
- Processed and filed the tax forms and applied appropriate deductions in the process.

- Compiled general ledger entries on a short schedule with nearly 100% accuracy.
- Reviewed files, records and other documents to obtain information and respond to requests.
- Managed annual external audit.
- Matching purchase orders with invoices and recorded the necessary information.
- Maintained integrity of general ledger, including the chart of accounts.
- Managed annual external audit.

EDUCATION

Master's in Business Administrator (MBA-Finance)

National University of Modern Languages, Islamabad, Pakistan (2009-2011) CGPA 3.18

Bachelor in Commerce - (B.Com)

University of the Punjab, Pakistan (2006- 2008)

CERTIFICATIONS

- Diploma in Computer Science from Punjab Board of Technical Education, Lahore, Pakistan.
- Diploma in Spoken English from Punjab Board of Technical Education, Lahore, Pakistan.

ACHIEVEMENTS

- Accomplished 1st Position in D.Com in 2006 from Punjab Board of Technical Education, Lahore, Pakistan.
- Accomplished 1st Position in all Pakistan debate competition.

COMPUTER & INTERPERSONAL SKILLS

- Extremely skilled in MS Office (Word, Excel, Access, and PowerPoint)
- Proficient with the O/S of Microsoft Windows 98, Windows ME, Windows 2000, Windows XP, Window 7 & Windows 8 & Windows 10.
- Proficient in MS-Word, Advance Excel Knowledge i.e. V Lookup, Pivot Table,
- Conditional Formatting and other Advance Excel Tools.
- Installation of all types of Windows & all types of hardware's & Software's.
- Excellent Knowledge & Experience of Tally 9.0, Quick-books 2010 & Peach-tree 2010 Accounting Software's.

ADDITIONAL INFORMATION

Language skills: English (Fluent), Urdu (Native), Hindi, Punjabi (Native)

Visa Status: Employment Visa until September 19, 2019

Nationality: Pakistani

Religion: Islam

Passport Expiry: May 9th, 2026

Date of Birth: Jan 15th, 1989

Marital Status: Married

Availability: Immediately

REFERENCE

Reference will be furnished, if required.

