

Tariq Mahmood

ACCOUNTANT



PROFILE SUMMARY

A Suitable position with an organization where I can Utilize the best of my skills and abilities that fit to my Education, skills and experience a place where an encouraged and permitted to be an active participate as well vital contribute on development of the Company.

CONTACT

Al Muweillah commercial Sharjah

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PERSONAL PROFILES:

Date of Birth	: 24-06-1991
Nationality	: Pakistani
Gender	: Male
Religion	: Muslim
Marital Status	: Married
Languages Known	: English, Arabic, Urdu
Passport Number	: KP0152752
Visa status	: Visit visa (10/10/2022)

SKILLS

- M.S EXCEL
- M.S POWERPOINT
- M.S WORD
- ERP SOFTWARE

EDUCATION

Numl University
Bba hons
Jan 2014 - Jul 2018

SKBZ Arab PakSchool AbuDhabiU.A.E
Intermiate
Jan 2010 - Jan 2012

SKBZ Arab PakSchool AbuDhabiU.A.E
Matric
Jan 2008 - Jan 2010

EXPERIENCE

Awais trading corporation
Accountant
02 2017 - 03 2018

- Solid working knowledge of Microsoft Office
- Use judgment to select proper accounting treatment of new issues, and create journal entries to record to the General Ledger
- Perform monthly adjustments, journal entries and reconciliations.
- Work closely with Management and General Accounting on daily updates.
- Using accounting software.(**Accounts pro**)
- Prepare Quotation for Clients.
- Prepare Bills to Clients according to the Agreement and follow up the Payments from Clients.
- Maintain petty cash, preparing cheques and distribute salaries to the staff.
- Direct Reporting to Managing Director.

Maryam nazir concrete carpenter & paints cont L.L.C
Accountant
05 2018 - 01 2020

- Prepare Bills to Clients according to the Agreement and follow up the Payments from Clients.
- Maintain petty cash, preparing cheques and distribute salaries to the staff.
- Account payables/Account Receivables (Reconciliation of balances), Inventory, Fixed Assets (including working on depreciation).
- Direct Reporting to Managing Director.
- Experienced in preparing monthly financial statements like Trial Balance, Profit & Loss, Balance Sheet, Cash Flow statement.

LANGUAGES

- English
- Urdu
- Arabic

INTERESTS

- My core interest to do work in which environment always where my skills really enhance.

- Handling Company's Treasury matters.
- Prepare Quotation for Clients.
- Prepare Bills to Clients according to the Agreement and follow up the Payments from Clients.
- Account payables/Account Receivables (Reconciliation of balances), Inventory, Fixed Assets (including working on depreciation)
- Reconciles records with Banks.
- Maintain petty cash, preparing cheques and distribute salaries to the staff.
- Interact with internal and external auditors in completing audits
- Passing Journal Entries in the Software & other accounting activities.

Bank Al Habib Ltd Operations officer 2020 - 2022

- Maintained proper cash limits
- Responsible for cash/cheque payments, accepted deposits, processing loan payments, Cash handling, customer service, petty cash, ,traveler's cheque, cash advances, and funds transfers.
- Also Work in operations, account opening and clearing.
- Promotes the bank's products and services.
- Perform as a team member in allocating and coordinating the work flow.
- Contribute to the fulfilment of department and company objectives and goals.
- Comply with all department and company policies, procedures and regulations.
- Other duties as assigned.