



# Muhammad Ali

*Accountant/Document Controller*

## CONTACT ME

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## EDUCATION

**Degree of Bachelor in Commerce**

**Punjab University Lahore, Pakistan**

2000-2002

**Degree is duly Attested from:**

- The Higher Education Commission of Pakistan
- Ministry of Foreign Affairs, Pakistan
- U.A.E Embassy Islamabad, Pakistan

## SKILLS

- Ecount ERP
- Financial Reporting
- Office Administration
- Quickbooks
- Tally
- Document Controlling
- Email Correspondence
- Google Docs
- MS Office Suite
- Aconex
- Document Distribution and Archiving

## WORK EXPERIENCE

**Accountant/Document Controller**

**2020 to 2024**

**Marhaba Tech I Lahore, Pakistan**

- Managed administrative responsibilities, including the filing, scanning, and organization of financial documents.
- Developed and maintained a comprehensive digital database for 1000+ client records.
- Support the creation of financial reports, such as balance sheets, income statements, and cash flow statements.
- Efficiently handle accounts payable and receivable transactions.
- Ensure the precision of financial records by utilizing **ERP software** such as **Ecount**. Managed the office's social media presence, increasing engagement by 50%.
- Trained over 50 staff members on new office software, enhancing overall productivity.
- Successfully managed the transition to a paperless office, saving 100,000 Pkr annually in paper and printing costs.

**Brit Pak Pvt Ltd I Lahore, Pakistan**

**2015 to 2019**

**Accountant/Document Manager/Purchaser**

- Managed all aspects of accounting using **QuickBooks**, including invoicing, payroll processing, and financial reporting.
- Improved customer satisfaction by 25% through the implementation of a new client feedback system.
- Optimized the office layout, increasing workspace efficiency by 35%.
- Efficiently managed and coordinated three complex business trips to **China**, ensuring smooth logistics and cost savings.
- Managed all Business transactions seamlessly during business trips to **Shenzhen, China**, ensuring smooth financial operations.
- Implemented a digital visitor management system, improving office security and visitor tracking.

**Asst. Accountant/Document Administrator**

**2011 to 2014**

**Digital Store I Lahore, Pakistan**

- Maintained ledgers and managed inventory records using **Tally**, ensuring accurate financial data.
- Introduced a new inventory management system, reducing stock discrepancies by 60%.
- Conducted monthly bank reconciliations, identifying and resolving discrepancies promptly.
- Implemented a health and wellness program, reducing employee sick days by 20%.
- Introduced a centralized printing system, reducing printing costs by 40%.
- Increased employee engagement by organizing regular team-building activities and workshops.

## SKILLS

- Customer Service
- Cash Handling
- Data Entry
- Record-keeping
- Meta Business Suite
- Administrative Support
- Meta Business Suite
- Schedule Management
- Front-Office Management
- Communication
- Problem-Solving
- Financial Statements
- Rapid Software Proficiency
- Resourcefulness
- Learning Agility
- Fast Adaptation.

## VISA STATUS

- Visit

## NATIONALITY

- Pakistani

## DATE OF BIRTH

- 18/03/1982

## CERTIFICATION

I attained a high level of English fluency, achieving a score of **6 bands** in my recent **IELTS** test. This proficiency enables effective communication in diverse contexts, both written and spoken. With strong language skills, I engage confidently in professional settings, fostering collaboration and understanding across multicultural environments.

### *Asst. Accountant/Document Controller*

2007 to 2010

#### **Build Force Contracting L.L.C I Dubai, U.A.E**

- Successfully managed cash transactions and site expenses, ensuring accurate accounting and financial reporting for the construction project.
- Effectively monitored and managed the inventory of tools at the **Jebel Ali site**, ensuring accurate records and cost control.
- Managed the budget for office supplies, reducing expenditures by 20%.
- Handled email communication with **OBAYASHI CORPORATION**, the primary contractor for the **Dubai Metro Project**.
- Maintained documentation of overtime hours for laborers at the site.
- Experienced in bookkeeping, financial reporting, and managing accounts payable/receivable using QuickBooks.

### *Medical Representative*

2006 to 2007

#### **Pharma Health Pakistan (PVT) Ltd I Lahore, Pakistan**

- Daily visits to at least 10 doctors.
- Convince those doctors to prescribe our drugs.
- Educate paramedical staff about the efficacy of the product.
- Keeping an eye on monthly sales targets.
- Weekly visits to rural areas of Punjab to promote our drugs.

### *Sales Manager*

2002 to 2006

#### **Baig Electronics I Lahore, Pakistan**

- Excel in surpassing revenue targets.
- Strong vendor relationships.
- Customer-centric strategies and market insights,
- Sales growth.
- Optimize inventory.
- Exceptional service standards.

## ACCOMPLISHMENTS

- As an **Accountant in Marhaba Tech**, a company senior highlighted An unexplained 2000 Rs difference between the company's cash book and the bank statement. Identified an unrecorded bank fee of 2000 Rs during a detailed review of bank statement transactions. Recorded the bank fee in the cash book and adjusted the balance accordingly. The cash book and bank statement were successfully reconciled, ensuring accurate and up-to-date financial records.
- As a **Document Controller in Brit Pak Pvt Ltd**, I identified significant inefficiencies in the document retrieval process, which were causing delays and frustration among team members. To address this, I conducted a thorough review of our document management practices and implemented a new electronic document management system (EDMS). I organized training sessions for staff, digitized existing physical documents, and introduced a standardized naming convention and metadata tagging. This initiative reduced document retrieval times by 50%, improved overall project efficiency, and ensured that documents were up-to-date and easily accessible, ultimately contributing to the timely completion of several key projects.