



Hafiz Muhammad Shahbaz

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+971-50-9498105 Abu Dhabi, (U.A.E).

PERSONAL STATEMENT

Attainment of a challenging opportunity in a dynamic environment that enables me to effectively apply myself in a manner that positively benefits the organization's goals and objectives and simultaneously contributes towards my career growth and personal and professional development.

KEY SKILLS

- Good all round Financial Accounting Knowledge.
- Knowledge of Accounts Payable & Receivable processes and procedures.
- Experience in using Quick Book and other similar accounting systems.
- Strong Excel skills.
- Experience in using (MS Office) Word, Excel, Power Point, Access

EXPERIENCE

Accountant (U.A.E)

Abu Faisal Automotive Parts L.L.C

01-2022 > 02-2024

Brief Job Description:

- Handling the Accounts receivable and Payables
 - Handling Tax (Vat)
 - Maintaining the billing system
 - Generating invoices and account statements
 - Performing account reconciliations
 - Maintaining accounts receivable files and records
 - Producing monthly financial and management reports
 - Investigating and resolving any irregularities or enquiries
 - Assisting in general financial management and analysis
 - Handling Cash, Bank Deposits and other bank or cash related matters
 - All Banks Reconciliation with Debtors and Creditors Accounts
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Accounts Executive (Pakistan)

Rehman Habib Consultants Pvt. Ltd

01-2020 > 11-2021

Brief Job Description:

- Communicating with clients and gathering information about a project's scope budgets and timelines.
 - Meeting with other executives to discuss clients' project goals, progress and outcomes.
 - Making the Projects Invoices and resolving the issues on sites
 - Assist in Accounts receivable and Payables
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- All Banks Reconciliation with Debtors and Creditors Accounts
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Accounts Officer (Pakistan)
Dandot Cement Company Ltd.

02-2015 > 12-2019

Brief Job Description:

- Preparing sales invoices & the upkeep of an accurate accounts filing system.
 - Preparation and input of month end journal vouchers.
 - Debtor and Creditor reconciliations.
 - Assist in the preparation of monthly balance sheet account reconciliations.
 - Maintaining monthly, weekly and daily report of Cash transactions
 - Reconciles processed work by verifying entries and comparing system reports to balances
 - Preparing Monthly Basis With Holding Tax Sheet and Challans
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Accounts Assistant (Pakistan)
Umer Fayyaz & Company

01-2014 > 02-2015

Brief Job Description:

- Weekly wages, petty cash and other journal posting.
 - Preparation and input of month end journal vouchers.
 - Inputting, matching, batching and coding of invoices.
 - Debtor and Creditor reconciliations.
 - Assist in the preparation of monthly balance sheet account reconciliations.
 - Preparation of annual basis Income Tax E-Filing.
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EDUCATION

- **MPhil-MBA (Banking & Finance)**
Allama Iqbal Open University Islamabad, Pakistan.
(2020)
 - **B.Com IT (Commerce)**
Punjab University Lahore, Pakistan.
(2014)
 - **F.Sc Pre-Engineering Math's, Chemistry, Physics**
Shalimar College Lahore, Pakistan.
(2009)
 - **Matric Science including Biology, Chemistry, Physics**
Lahore Board, Lahore Pakistan.
(2006)
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CERTIFICATION

MS Office (word, Excl, Power Point, Access)
(2 Month, 2007)

Computerize Accounting Software (Peachtree, Tally, Quick book, ERP, Oracle etc)
(2 Month, 2010)

Having UAE Driving License

PERSONAL INTERESTS

Shopping | Traveling | Reading | Cricket | Badminton

REFERENCES

References are available on request.