

MUHAMMAD HABEEL HASSAN

ACCOUNTANT



✉ muhammadhabeel.h@gmail.com ☎ +971 50 512 2060 📍 Abudhabi-UAE

WORK EXPERIENCE

Accountant

NOV-23 To Continue

Blumont Capital Tower- Abudhabi UAE

Managed day-to-day accounting operations, including accounts payable/receivable, payroll processing, and financial reporting. Prepared monthly financial statements and variance analyses to support decision-making processes. Assisted with budgeting and forecasting activities to optimize financial performance.

Assistant Accountant

JUL 2021 – AUG 2023

Sapphire Medical And Diagnostic Center – Pakistan

Responsible for managing financial transactions, including accounts payable, accounts receivable, and general ledger entries. Perform month-end and year-end closing activities, ensuring accuracy and timeliness of financial reports. Prepare and analyze financial statements, including income statements, balance sheets.

Front Desk Officer

JUN 2019 – JUN 2021

Sapphire Medical Center – Pakistan

Accurate and efficient cashier handling cash, credit, and debit transactions in a fast-paced environment. Assisted with various administrative tasks, including data entry, filing, and record-keeping, ensuring accurate documentation and efficient retrieval of information.

LANGUAGE

English (Good)

Urdu (Native)

REFERENCES

Mitali Das

Operational Manager-Blumont

Phone: +971 54 424 1691

Email: mitali@voatii.com

Jay Batala

Administrator

Phone: +971 55 819 2742

Email: batala.jay@gmail.com

ABOUT ME

I am an Accountant with a strong background in financial transactions, meticulous record-keeping, and a customer-focused approach. Proficient in accounting software and a detail-oriented professional, I'm dedicated to ensuring the accuracy of financial records and optimizing revenue collection. With a commitment to excellent customer service and effective negotiation skills, I'm well-equipped to contribute to your team's success.

EDUCATION

Master of Commerce

Federal Urdu University
Isamabad-pakistan
Completed in 2021

Bachelor of Commerce

University of the Punjab-
pakistan
Completed in 2018

SKILLS

- Account Reconciliation
- Billing and Invoicing
- Payment Processing
- Data Entry and Accuracy
- Customer Service
- Relationship-building
- Problem Solving