



Muzammil Shamim

ABOUT ME

I am looking for a role where I can apply my acquired knowledge and skills to polish myself as a sound profile. I will try to help advance the company that you lead. I have work experience for more than 6 years.

CONTACT

+92-334-0328343
ayanshamim2010@gmail.com
31-July-1997
Karachi-Pakistan

Skills

- MS Office, PSS, data analysis
- Accounting
- Communication skills
- Multitasking
- leadership

Can quickly understand and evaluate complex information, Able to connect with customers to build loyalty, Proficiency with MS Office suits, Adobe Photo-shop, Familiar with a wide range of accounting software. Willing to assume responsibilities for decisions. A proven high performer and quick learner.

Languages

- English *Full Professional Proficiency*
- Urdu *Native or Bilingual Proficiency*
- Chinese *Full Professional Proficiency*

EXPERIENCE

2021 -Present

“DREAMSNEX”

A.M Accounts, Karachi, Pakistan.

- Responsible for performing a full range of accounting activities and functions.
- Counting and balancing petty cash at the end of each month.
- Working with tax accountants to provide information for tax returns.
- Record transactions in ERP and mailed invoices to customers.
- Worked closely with program management on budgets, programs and financial reporting.
- Analyzed balance sheet accounts, and post monthly journal entries.

2020 - 2021

“I-vision Pakistan”

Accountant, Karachi, Pakistan.

- Responsible for managing all activities of accounts.
- Preparing monthly financial statements.
- Assisting with the hiring, training and development of staff.
- Investigation any accounting discrepancies.

2018 - 2021

“Maria Montessori Kindergarten”

Accountant, Nanjing, China

- Preparing Journal entries, complete with documentation for all transactions.
- Writing up accurate and timely financial reports.

2017 - 2018

“American baby International English ABIE”

English teacher, Nanjing, China

- Helping pupils improve their listening, speaking, reading, and writing skills via individual and group sessions
- Teaching pronunciation and accent reduction
- Flashcards activities

EDUCATION

● Nanjing University of Aeronautics and Astronautics (2019-2021)

Nanjing, China.

Master in International Business

● Nanjing University of Aeronautics and Astronautics (2015-2019)

Nanjing, China.

Bachelor in Business Administration

● Karachi Public School (2002-2015)

Karachi, Pakistan.

SSC and HSC