



MUHAMMAD HAMZA SAEED

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DUBAI, U.A.E.

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EDUCATION

Diploma in 3d Max

Modern Computer College
Lahore-Pakistan
2019-2020

Diploma in Autocad

Government Technical Training
Institute Okara-Pakistan
2017

Intermediate in Computer Science

Government Degree College
Okara-Pakistan
2016-2018

Matriculation in Science

Government M.C High
School Okara-Pakistan
2014-2016

PROFESSIONAL SUMMARY

4 years of experience in accounting and data entry. Possessing strong analytical skills and intimate knowledge of accounting software, I can swiftly compile data into accurate statements. And I am confident in my ability to deliver results under pressure while maintaining excellent standards of quality control. Strong work ethic and commitment to integrity and accurate record keeping. Eager to join a team and help improve an organization's financial focus. maintaining receipts, issuing invoices, doing basic accounting tasks, reimbursing customers, and removing defective or expired items from shelves.

WORK EXPERIENCE

Accounts / Office Assistant

Mecha Trade DMCC, Dubai-U.A.E **2023 - Present**

- Data Entry of Expenses in Zoho Books.
- Thorough review of expense sheet and reporting to Director.
- Estimates and Delivery reports generation.
- Coordinating with Office staff related to Official work.
- Managing Daily and Weekly tasks
- Submittal drafting.
- Reports Generation for Various Sites.

Accounts Assistant

Genius Food Products, Lahore-Pakistan **2021-2023**

- Review company financial records, reports, and other information to check for accuracy and ensure details align with company goals and procedures.
- Manage all accounting transactions.
- Analyzed and visualized financial data to create and deliver presentations reporting financial performance for senior leadership
- Designed and used a computer record-keeping program that has helped reduce wasteful spending.

PERSONAL INFORMATION:

- **Nationality** : **Pakistan**
- **Date of Birth** : **13-05-2001**
- **Passport Expiry** : **24-04-2024**
- **VISA** : **VISIT**

LANGUAGES

English (Basic Knowledge)

Urdu (Native)

Punjabi (Native)

SKILLS

- MS Office
- ZOHO Books
- Quickbook
- AutoCAD
- 3D Max
- MSK Financials
- Accounting
- Effective Communication Skills
- Team Work
- Management
- Data Entry
- Problem Solving

Accounts Assistant

Usman Traders, Lahore-Pakistan **2019-2021**

- Managed a new system of record keeping for employees to input all spending and record all company payments and invoices.
- Prepare asset, liability, and capital account entries by compiling and analyzing account information.
- Plan, assign, and review staff's work.
- Support month-end and year-end close process.

Store Keeper

Genius Food Products, Lahore-Pakistan **2018-2019**

- Received incoming stock items for storage and distribution within the department.
- Maintained accurate inventory of all items in the stockroom.
- Maintained inventory on all controllable items including packing boxes and master cartons.
- Unpacked incoming goods, wrapped and packed outgoing goods.
- Stocked materials according to the prescribed inventory system.

Social Media Manager

- Overseeing a company's interactions with the public by implementing social media platforms' content strategies.
- Using social media marketing tools to create and maintain the company's brand.
- Manage and oversee social media content
- Communicate with industry professionals and influencers via social media to create a strong network.

REFERENCES

WILL BE PROVIDED IF REQUIRED