



M. Ameer Hamza

Visa Validity : December 2025

DOB 28 Sep 1991

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International City, Dubai(UAE)

Hard Skill

- Financial Analysis
- Analytical & Problem Solving
- Compliance
- Advanced Excel
- Reliability
- Adaptability

Soft Skill

- Strong written & Oral Communication
- Time Management
- System Analysis
- Critical Thinking
- Active Learning
- Mathematical & Deductive Reasoning

Educational Background

- CA-CAF
Rise School of Accountancy 2017
- CA-AFC
Rise School of Accountancy 2014
- CA-Foundation
CFE 2013
- FSc-Pre Engineering
Punjab College LHR
- Matric Lahore Public School

Hobbies

Reading
Creativity
Painting
& Travelling

About Me

A hospitality professional with over 8 years of work experience in customer service, with expertise in establishing and leading all aspects of accounting and finance operations of multinationals. Serves as a solid foundation and knowledgeable advisor throughout the financial decision-making process.

Professional Experience

UAE Experience

- As an Accountant
Muheet Al Akhdar **July 2023 - Mar 2024**
- As an Assistant Accountant
Dali Trader FZCO

SWAT Ceramics Co Ltd - Accounts Executive

Key Responsibilities **2019 - 2023**

- Maintain accurate Accounting Records
- Deliver in preparation & analysis of Financial Statements
- Skilfully utilize Company's Accounting Software
- Accounts Receivables & Accounts Payables
- Manage Payroll & registration of Employees to Job
- Microsoft Excel Administrative
- Monthly Analysis & Reconciliation of Accounts

Mehboob Steel Traders - Accounts Manager

Key Responsibilities **2017 - 2018**

- Managed a variety of accounting tasks, such as preparing vouchers for all transactions
- Maintaining books of accounts & weekly Reports
- Reconciliation of Income Statement & Balance Sheet

Mehboob Steel Industry - Accounts Manager

Key Responsibilities **2016 - 2017**

- Reviewed, prepared Bills & Invoices
- Assisted with Incoming Earnings & Outgoing Payments
- Organised Files, Records, Cash & Cash Equivalents

Achievements

- Achieved Financial gain.
- Saved the Company from spending money.
- Build and maintained strong Client Relationship.
- Used Financial Forecasting to reduce risks.