
Muhammad Ali Raza

Dubai, United Arab Emirates | +971 50 260 3920 | alirazamuhammad312@outlook.com | Student Visa holder

Linkedin: <https://www.linkedin.com/in/muhammad-ali-raza-9520b3260/>

Summary

Pursuing Bachelor's in Accountancy and Finance and ACCA certification. With a background in Accounting, Business, and Finance. Entry-level professional with exposure to accounting, finance, and admin roles. Basic proficiency in accounting software and internal audit processes, actively contributing to AIESEC initiatives for global exposure, keen to grow and make a valuable contribution to your organization.

Skills

- Data Entry
- Customer Service
- MS Office
- Bookkeeping Principles
- Attention to Detail
- Video Editing
- Bookkeeping
- Accounting softwares (Zoho, Odoo, Quickbooks)
- Effective Communication
- Teamwork and Collaboration
- Administrative Support
- Interviewing

Experience

ASSOCIATE I - ACCOUNTS & ADMIN | 10/2023 - Current

KGRN Chartered Accountants - Dubai, UAE

- Using Accounting Softwares like Quickbooks, ZOHO, ODOO, and Tally for Bookkeeping for various clients in various industries
- Assisted with internal audit procedures to ensure compliance with accounting standards.
- Reviewed and filed tax (VAT) returns to ensure accuracy and compliance with applicable laws, regulations, and policies.
- Assisting HR in general admin tasks such as initial recruitment process, filing paperwork and entering data into databases, etc.

TEAM MEMBER - OUTGOING GLOBAL EXCHANGE | 10/2023 - Current

AIESEC in UAE - Dubai, UAE

- Engagingly facilitating Exchange Participants in discovering transformative international opportunities while adeptly interviewing potential candidates to ensure optimal matches.
- Utilizing consultative approaches to effectively promote AIESEC exchanges, leveraging in-depth understanding of its databases to streamline processes and enhance participant experiences.

ACCOUNTS AND AUDIT INTERN | 05/2023 - 10/2023

KGRN Chartered Accountants - Dubai, UAE

- Assisting Accounts manager with bookkeeping on accounting software
- Took part in Internal Audit and had a good relationship with clients in order to not to lose any of clients

- Data entry into excel and verifying with software and invoices provided

Education

Heriot- Watt University - Dubai, UAE | Bachelor of Arts

Accountancy And Finance , **Expected in 12/2024**

- Studied Business Skills and got skill of interviewing an entrepreneur through my assignment
- Studied Accounting, finance, Financial market theory, Human resource, Social and Environmental accounting securing As and Bs
- Studying Taxation (UK), Auditing and Assurance, Business and Corporate Law, Business research Methods

Association of Certified Chartered Accountants - UK

ACCA , **Expected in 12/2025**

- MA1, MA2, FA1, FA2 cleared (For next exams, planning to get exemptions after degree, then continue for next remaining exams in order to get ACCA Qualified as well)

Certifications

- Hafiz e Quran
- Volunteering Certificates in UAE – Emerge, RTA Dubai
- M&A Simulation experience – AmplifyME
- Sports Medals – Heriot-Watt University, Pakistan Association Dubai

Accomplishments

- Started online business of Mobile phones and accessories which was profitable and developed skills and strategies of Selling and Marketing
- Lead team for assignment and coursework several times
- Won medals in sports in UAE
- Started internship with 4 months contract and then got continued due to satisfactory work with flexibility along with my studies

Activities

- Going to different AI, Accounting, Socializing, IT events in Dubai, UAE in order to build connections and learn new things