



SOHAIL MUHAMMAD

Account Assistant

Currently in Dubai

Employment visa

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Career Objective:

Seeking a challenging and responsible position where my abilities, education, and experience will have valuable application. To work for and be a part of the company where I can implement my knowledge and skills to gain seasoned competence.

Educational qualification:

B.B.A(Hons)	Abdul Wali Khan University Mardan Pakistan (2015) (Finance)
D.com(Commerce)	Board of Technical Education Peshawar Pakistan (2011)
Matric (Science)	Universal Public high School kunda Mor KPK Pakistan (2009)

Working Experience:

Skinny Genie Bakery LLC DUBAI

Working as a **Account Assistant** from Oct 2019- Till date

Preparing and sending all the purchase order to the supplier

Receiving all the Invoices from the supplier and properly checking

Posting all the supplier invoices in the system

Posting cost summary in the system every day

Making inventory on weekly basis and monthly basis

Handling petty cash/preparing cheques

Checking all the gas invoices and posting in the system

Emails responding and dealing with supplier and proper follow up

Full command on invoices and proper filling

Strong knowledge on Xero Software

Deposit cash into company account

Full command on purchasing.

Establishing terms pricing quality requirements, delivery and contracts.

Managing vendors relationship and building effective supply chain partnerships.

Negotiating price and terms of products with suppliers

Controlling the purchase and supply of all products items and services

Just Gourmet Food stuffs packing LLC Dubai

Working as a **Account Assistant** from 1st June 2019 to August 2019

Preparation of customer invoices/billing

Handling accounts receivable which includes, invoice creation, bank

And customer reconciliation, payment follow up.

Checking and counting all the available stocks

Cash handling and recording all the receipts on daily basis

Making merchandiser card for the employee

Checking all the return items and putting them on the system. Printing all the documents and filing all the invoices on daily basis. Checking and booking flights for the boss

Post customer payments by recording cash, cheque, and credit card transaction

Pakistan Currency Exchange Pvt Ltd

As a **Account Assistant** from 1st January 2018 to May 2019

Checking MTCN no and paid them to customer

Making journal entries

Generating chart of account

Generating balance sheet on regular basis

Generating statement of account

Proper cash checking in vault and recorded well

Make the daily transaction safe and secure

Recording all the files on daily basis

Manage phone calls and correspondence

Emails responding with head office

Replying with circular and recorded in the files

Preserve hard copy and electronic fillings systems

Perform any other related task as assigned

Panipir Travel And Tours

As a **Account Assistant** from 1st January 2016 to 31st Dec 2017

Checking and booking flights

Booking and issuing tickets

Ledger recording on daily basis

Making PNR for passenger

Withdraw and deposits cash in bank

Follow up payments

Muslim Commercial Bank

As Internee from June 2014 to August 2014

Internship

Worked as an internee in the branch and worked on different aspects of account systems from maintaining accounts to customer relations and participate all the departments including, Remittances, general banking.

Skills and Summary of Qualifications:

- Excellent verbal communication and writing skills.
- Exceptional interpersonal skills to interact with all levels of staff and management.
- Excellent Finance, Administrative and IT skills
- Ability to work with sensitive or confidential material and to maintain trust and confidentiality.
- Team player and can work well under pressure in a multi-diversified cultural environment
- Well organized individual & innovates own internal programs to minimize time & Effort.
- Entrepreneurial and well-mannered behavior

Personal Information:

D.O.B: 15/04/1991

Religion: Islam

Nationality: Pakistani

Language: English, Hindi, Urdu

IT Skills:

Excellent command on MS Office, MS Excel, MS Windows, Outlook.

Xero Soft wear

Reference:

Will be furnished upon request.

Declaration:

I do hereby declare that the above given details are true and accurate to the best of my knowledge.