

Education

University of Malakand
2012

M. com

University of Malakand
2009

B.com

Skills

- Strong knowledge of UAE accounting principles and regulations
- Excellent communication and interpersonal skills
- Data entry
- Data analyst
- Public Accounting
- Business Assessment
- Ability of teamwork
- Quick learner.

Computer Skills

- Oracle
- Quick books
- Logic
- Ms. Office
- E. commerce

Languages

- English
- Urdu
- Pashto

Visa Status

- Residence Visa

Muhammad Ashfaq

Accountant.



- Email: m.ashfaq1437@gmail.com
- Phone number: +971-558803963
- Address: Musaffah M17 Abu Dhabi UAE
- Driving License No :4675333

Summary: As an accountant with 4 years of experience, I have gained a thorough understanding of accounting principles. I have experience in handling Day-to-day accounting tasks, such as bookkeeping reconciliations, and financial reporting. Seeking a challenging position as an accountant in the UAE where I can utilize my expertise in accounting Principles, financial analysis and compliance to contribute to the success of the organization.

Experience.

Accountant at present:

Mine Stone General Transport Abu Dhabi 15 /10/2023 till now.

Assistant Branch Manager.

Adamjee Family Takaful Pakistan (01/08/2021 to 20/09/2023.

Accountant:

**Hydrolic Technical Equipment maintenance Est, Abu Dhabi.
10/2017 - 05/2021**

Responsibilities:

- Managed the full cycle of accounting operations including A/P A/R general ledger and Bank reconciliation.
- Conducted monthly, quarterly and annual financial closing process, ensuring timely and accurate reporting.
- Making VAT quotations, delivery notes and invoices.
- Making purchase order, goods received notes and payments.
- Checking inventory and recording in the system.
- Sending inquiries for purchasing materials.
- Helping the team by resolving the issues.
- Helping auditors to prepare the quarterly (3 months) VAT.
- Controlling all files and company documents.
- Insured the accuracy of data and detected errors.
- Processed accounts payable and accounts receivable transactions, ensuring timely and accurate payments and collections
- Preparing petty cash.
- Preparing cash deposit slips and tally with the cash invoices.
- Recording business transactions and key daily worksheets in the general ledger.
- Prepared daily work orders and recorded in related books.
- Receiving and processing all invoices, expense forms and requests for payments.