



Muhammad Shahid Iqbal



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United Arab Emirates



Driving License Available UAE

SKILLS

MS Office (Excel, Word, Power Point)
Using Quick Books, Fox Pro, Oracle, NMMS, RMPS.
Communication and Presentation Skills,
Analytical Skills.
Complaint Management, Problem Solving Techniques.
Fast learner Skills.

EDUCATION

Baha ud Din Zakaria
University Multan | Multan
L.L.B

University of the Punjab,
Lahore | Lahore
B.COM

Govt Commerce College
Sahiwal Punjab | Sahiwal
Punjab
D.COM

Govt. Comprehensive School,
Sahiwal | Sahiwal
Matriculation

LANGUAGES

English

Arabic

PROFESSIONAL SUMMARY

Bachelor of Commerce (B. Com) and Law Graduate working in Modern Bag Tailoring (UAE) as accountant. Have strong interpersonal and negotiating skills and expert in team building and channel development and a professional who believe in execution of plans according to strategies. Always looking for challenges roles and opportunities to prove his skills for the benefits of organization good will.

WORK HISTORY

07/2023 - Current

Accountant

Modern Bag Tailoring | Umm Al Quwain City

- Key Responsibilities are as follows:
- Verifying financial statements, ledgers and accounts (Receivables/Payables) and making corrections where appropriate.
- Managing day-to-day transactions; Recording office expenditures as per head wise.
- Preparing Sale Invoice on daily basis as well as material purchase Invoices.
- Perform basic office administrative tasks regarding work safety, labor laws, local compliances.
- Lean implementation to improve efficiency of operations.
- Monitoring Operation profitability on daily basis.
- Preparation of Purchase Journal Summaries and Cash Books.
- Rectify the issues and improve waste management in daily operations.
- Monitoring working hours of labor as per production on daily basis.

11/2007 - 05/2021

Accounts Officer

Nestle Pakistan Ltd

- Key responsibilities are as follows:
- Monitoring of cost related factors in daily operations.
- Preparation of Purchase Journal Summaries and Cash Books.
- Reconciliation of financial Statements, Accounts Payable statements of vendors.
- Preparation of Salary/Commission sheets of employees.
- Prepare/Generate Weekly Monthly and annual reports required by higher management.
- Management of material inventory system in stores as per FIFO method.
- Administration of store stocks, Sale of scrap material to vendors.
- Monitoring of Vehicle/Transport Slabs.
- Maintain & Update company assets records, company business records as per alignment with Govt rules and regulations and Tax department requirements,
- Ensures Employees safety at their work locations/environment.
- Implementation Internal & external laws, SOPs,
- Renewal of Govt Licences & Certificates as per requirements.
- Negotiation with company vendors (HRS) for general administration.
- PR with Govt Departments (Labour, Health, Food).
- Dealing with Banks, and public affairs for smooth business operations.