

MUHAMMAD FAROOQ

Junior Accountant

+971 551345221 @ farooq65311@gmail.com LinkedIn/Portfolio

UAE Dubai



EXPERIENCE

RELATIONSHIP OFFICERS 09/2023 - 12/2023

UBANK MICRO FINANCE Pakistan

- Handle concerns of customers who purchase company's products or services
- Work to address and resolve issues faced by individual customers
- Strive to enhance the organization's customer satisfaction ratings

CASHIER 2023 - 08/2023

BANK OF KHYBER (BOK) Pakistan

- Experienced Cash Office Assistant with extensive experience in a busy check cashing operation
- Adept at developing financial spreadsheets, reading general ledgers, and assisting in making bank deposits
- Specializes in corporate cash office work and financial reporting

INTERNSHIPS, 01/2022 - 03/2022

National bank of Pakistan (NBP) Pakistan

- Reconciled accounts from income and expense data to net worth and assets
- Created periodic reports comparing budgeted costs to actual costs
- Reviewed and processed employee expense reports and vendor invoices for payment

EDUCATION

BACHELOR OF COMMERCE ACCOUNTING AND FINANCE B.COM 12/2018 - 01/2023

UNIVERSITY OF SWAT OF PAKISTAN

DIPLOMA in ACCOUNTING D.COM 05/2016 - 03/2018

Peshawar Technical Bored

Diploma Information Technology (DIT) 06/2018 - 05/2019

Peshawar Technical Bored

SUMMARY

Junior Accountant with Skills in Financial and Seeking to learn more in the Field of Accounting and Finance Strive for opportunities in the field of Accounting Especially in you Reputable Organization to Learn and Gain Experience to Rise to Higher Positions. EUDCATION

LANGUAGES

English Advanced ●●●●●

Urdu Proficient ●●●●●

Hindi Advanced ●●●●●

Pashto Native ●●●●●

SKILLS

Bookkeeping · Financial statements · Balance sheet · Incom statements · Cash flow statements · MS Office (Word Excel) · Accounts payable · Accounts Receivable · Data Entry · Quick Book · Tally