

**Muhammad Shahzad**

**Dubai**

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### **Career Objectives**

To excel in the field of **Administration and Accounts/ Office Management** with a dynamic progressive organization by providing my worth in the best interest of such organization and cope with day to day changing environment by up grading my professional knowledge in accordance with the current situation.

### **Professional Synopsis**

- Qualified, well- Trained professional having more than 13 years of U.AE. experience working with different industries Trading and Servicing businesses.
- Detailed knowledge of Office Management/Administration and Accounting activities.
- Holding valid U.A.E Driving License. (Automatic Transmition)
- Proficient in MS. Office Application, Coral draw & photo shop and Accounting Softwares.
- Detailed knowledge of Report writing and Communication at all levels with management, vendors, Banks and Government departments.
- Possess excellent Analytical, Management, administrative and other problem-solving skills.

### **Career History**

**Store Keeper and Ass. Accountant:**

**M/s. Madhah Tr. LLC. Sharjah**

**Jan 2011 to Feb. 2013**

**Admin Cum Driver:**

**M/s. East Sands Tourism LLC. DUBAI**

**March 2013 to Dec. 2021**

**Valet Parking Driver:**

**Al Mufeed Group LLC. Dubai**

**Jan 2022 to Dec 2022**

**Valet Parking Driver:**

**Biltmore Hotel and Villas LLC. DUBAI**

**Feb 2023 to (continue) Feb 2025**

### **Job Profile:**

#### **Administration Responsibilities:**

- Document Controller of all the office internal matters concerning with office staff i.e., Passports, Visas, License, Entry Passes and staff vehicles entry passes etc.
- Coordinating and resolving all the staff administration matters related to their visa, leave, and Misc. correspondence with other government and non-government departments.
- Keeping update leave roasters of office staff to their respective files and make duty schedule of all the staff as per the management instructions.
- Keeping all the records of business projects update and make E-data to access anywhere at any time.
- Manage to pay all types of bills, received all types of parcels, cheques and deliver all types of samples, documents and parcels to different business-related parties.
- Follow ups Accounts Receivables and collections from customers.
- Prepare Bank reconciliations statements on daily basis.
- Prepare other reconciliations of other ledgers
- Stock management in Store.
- Perform other Key accounting functions.

### **Academics & other Qualification**

**I.Com (Intermediate)**

**2003**

**Diploma in Computer Science**

**Accounting Software: Soft Virtue, Comrade, Moaza saif etc.**

**Coral Draw, Adop Photo shop.**

### **Personal Information**

**Martial Status: Married**

**D.O.B: 1<sup>st</sup> November, 1985**

**City: Dubai,**

**Diving License: 3no (Automatic Gear)**

#### **Job References:**

Will be provided as required.