

MUHAMMAD SIDDIQUE

Masters in Accounts & Finance with 3.5 years experience

Dubai, United Arab Emirates

Mobile No. 056-5764155

Visa status: visa expiring on May 11, 2024

I can Join immediately

Email ID: siddique.4303@gmail.com



Personal Statement:

I have more than two years of accounting and finance experience, with excellent academic record and have adaptability to adjust myself in all types of environment, societies with strong communication and personality enhancement aptitude. As a Professional Accountant, I am an accomplished Communicator, with excellent organizational, decision making, time management skills, and have proven track record of consistently meeting and regularly surpassing demand performance goals. Proactive, innovative and highly influential.

Education:

- **M.SC Accounting & Finance (June 2019)**
Bahauddin Zakariya University, Multan, Pakistan
- **B.COM (July 2017)**
Bahauddin Zakariya University, Multan, Pakistan

Professional Skills:

- Accounts Mapping
- Accounts Finalizing
- Accounts Reconciliation
- Operations Management
- Time Management & Accuracy
- Keen to learn
- Effective coordination and team building skills
- Strong analytical skills, ability to handle multiple tasks efficiently
- Takes initiative, able to act independently and responsible within the assigned field of work
- Familiar to Microsoft excel
- Able to work efficiently on Customized accounting software
- Internet browsing, E-mail messaging and Networking

Professional Experience:

Organization: MAHMOOD AGRO GROUP OF INDUSTRIES, MULTAN (MAG)

HOOR OIL INDUSTRIES (Pvt.) Ltd

Industry Type: Manufacturing

Designation: Accounts Officer

Tenure: August 01, 2019 to March 31, 2021

Site/Location: 17-Kassi, Vehari Road, Multan, Pakistan

Area(s) of Experience: Accounting & Finance, Sales & Purchase Operations

Reporting to: Chief Executive Officer, Chief Financial Officer, National Sales Manager, GM Sales & Marketing

Brief Job Description:

- Overlook Sales of Company.
- Assisting Chief Financial Officer in management & financial Accounts.
- Liaising with auditors for yearly Reviews (Providing the proper evidences & supporting required by auditors)
- Conducting physical verification of stock in the store on monthly basis
- Develop and maintain all financial vouchers
- Making payment to suppliers
- Prepare Bank & inter Companies Reconciliation Report

Professional Experience :

Organization: United Bank Limited

Designation : Head Teller

Industry Type : Banking

Tenure: April 10-2021 to march 10-2022

Site/Location : Multan Cant Pakistan

Area(s) of Experience: Operation Management , Cash Handling

Professional Experience :

Organization : Wadi Alrayan Transport L L C

Designation : Accountant/ cashier

Industry Type : Transport Company

Tenure : May 20-2022 to February 10-2024

Location : U-A-E Sharjah Industrail Area No 10

Area(s) of Experience : Cash Handling, Bank Receipt, Bank Payment Handling, Petty Cash Experience ,Cash Payment, Cash Receipt.

Languages:

- English
- Urdu

Personal Information:

Date of birth: April 28, 1996

Nationality: Pakistani

Passport No. kB5469921

Marital Status: Married

Father Name: Kaloo