

# MUSAWAR IQBAL

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## SUMMARY

Diligent and detail-oriented Accounts Assistant with a strong background in accounts payable, Bookkeeping, and VAT filing. Proven expertise in managing invoices, coordinating with internal teams, and ensuring accurate financial records. Proficient in SAP and skilled in Microsoft Office applications, including Excel, Word, and Outlook. Eager to utilize my accounting expertise to drive financial efficiency and contribute to the company's mission.

## EXPERIENCE

### Accounts Assistant and Data Entry Operator

#### Webuild SpA (formerly Salini Impregilo SpA)

09/2017 - 08/2021 Dubai

- Streamlined accounts payable process.
- Utilized SAP GUI reporting tools to generate and analyze Accounts Payable reports.
- Proficient in SAP, with expertise in navigating menus, utilizing modules, and performing transactions to drive efficient financial operations and data management.
- Processed and posted 500 invoices monthly in SAP with high accuracy, ensuring timely payment to vendors and maintaining precise financial records.
- Handled TAX Invoices as per FTA Instructions in compliance with tax regulations.
- Accurately processed and posted an average of 200 monthly accrual transactions, ensuring precise financial records and timely closing of accounts.
- Managed cash & petty cash with accuracy & integrity.
- Streamlined material receipt and record-keeping processes through effective coordination with warehouse teams, ensuring accurate tracking and timely delivery of goods.
- Prepared timely periodic payments (Etisalat, Dewa, cooling systems) and maintained records.
- Provided admin support to expats, managing housing, Ejari, education & transport record.
- Filed documents and scanned the invoices to ensure easy access and retrieval.
- Managed VAT filing purposes to ensure compliance with tax regulations.
- Ensured timely payment of accounts payable by proactively following up on invoices and distributing cheques promptly, ensuring accuracy and efficiency in payment processing.

### Storekeeper

#### Shan Construction

2014 - 2015 Pakistan

#### Construction

- Managed and maintained inventory levels, ensuring accurate stock control and minimizing waste.
- Received, stored, and issued goods, materials, and equipment.
- Conducted regular inventory audits and cycle counts to ensure accuracy.
- Coordinated with logistics and procurement teams to ensure timely delivery and receipt of goods.
- Implemented efficient storage and organization systems to optimize warehouse space.
- Ensured compliance with safety regulations and maintained a safe working environment.

### Assistant Surveyor

#### Salini Costruttori SpA

09/2011 - 09/2013 Dubai

#### Construction

## EDUCATION

### SSC

#### Board of Intermediate and Secondary Education Kohat

2004 Kohat

### Survey

#### Board of Technical Education Peshawar

2009 - 2010 Peshawar

## SKILLS

Microsoft Word

Microsoft Excel

Microsoft Outlook

SAP GUI

Bookkeeping

Data Entry