

Muhammad Moeez



Over the course of 4-years professional journey, I've specialized in accounting, refining my skills in financial documentation, financial operations, and reconciliations. My expertise is committed to maintaining precision and compliance in financial reporting, steering strategic decision-making through thorough data analysis. With proficiency in managing accounts payable and receivable, I actively engage with stakeholders to provide invaluable financial insights and contribute to organizational success.

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 Dubai, United Arab Emirates

 **Employee Visa &
Light Motor Vehicle License**

WORK HISTORY

February 2023 to April 2024

Assistant Accountant

Protechtors General Trading L.L.C, Dubai, UAE

- Efficiently utilizing accounting software, such as **Zoho Books**, to accurately handle day-to-day financial transactions.
- Handle sales, purchase, and tax invoices, ensuring compliance in accounts receivable and accounts payable.
- Organize daily accounting tasks, overseeing collections, expenditures, and efficiently manage cash, including holding and depositing funds in the bank for seamless financial processes.

July 2022 to January 2023

Accountant

Saeed Ch. & Co., Bahawalpur, Pakistan

- Managed end-to-end financial operations, reconciliation, budgeting, forecasting, and payroll for precision and timeliness.
- Oversaw accounts receivable and accounts payable processes, optimizing cash flow and enhancing financial efficiency.
- Guided cross-functional teams to streamline financial processes, resulting in a significant increase in project profitability.

EDUCATION

November 2018 to August 2022

Bachelor of Business Administration Account and Finance

University of Central Punjab, Lahore, Pakistan

August 2013 to September 2015

High School Diploma Mathematics Superior Group of Colleges,

Bahawalpur, Pakistan

SKILLS

- Proficient in **Excel, Zoho Books, QuickBooks.**
- Excellent Computer skills, Quick learner.
- Skilled in Relationship-Building and Influence.
- Strong grasp of accounting principles like GAAP.
- Clear, Decisive Decision-maker.
- Proficient in financial analysis.
- Strong analytical skills for problem-solving.

September 2019 to October 2019

Internee, Sales Representative

Toyota Motors, Bahawalpur, Pakistan

- Accurately tracked customer info, sales activities, and performance metrics.
- Enhanced teamwork, time management, and problem-solving skills, valuable for future career.
- Achieved 10% higher conversion rates and 15% improved customer satisfaction through successful client meetings.

March 2017 to July 2018

Accounts Assistant

Shamim Oils (Pvt.) Ltd, Bahawalpur, Pakistan

- Assisted with various accounting tasks, including checking cheques and vouchers.
- Focused on less complex accounting responsibilities, such as data entry and invoice processing.

PERSONAL DETAILS

Marital Status: Single

Visa Status: **Employee Visa**

Religion: Islam

CERTIFICATIONS

- Amazon FBA Wholesale – Professional (eSkill Visor, Islamabad, Pakistan)
- Data Analysis using Microsoft Excel (Coursera)
- Participated in a Business Workshop (University of Central Punjab, Lahore)
- Participated in Young Entrepreneur Summit 2019

LANGUAGES

English

Fluent

Hindi

Native

Urdu

Native