

# Muhammad Rizwan Minhas



## Contact

### Address:

Room # 02 block C, Ind area # 13,  
Cosmoplast Labor Camp, Sharjah.

### Phone:

+971 509514020

### Email:

[rizwanminhas88@gmail.com](mailto:rizwanminhas88@gmail.com)

### LinkedIn:

[linkedin.com/rizwan.minhas](https://www.linkedin.com/rizwan.minhas)

## Languages

- ❖ English
- ❖ Urdu
- ❖ Punjabi
- ❖ Hindi
- ❖ Kashmiri

## Software Skills Knowledge

- Peachtree, INFOR & Tally ERP 9
- Proficient in Microsoft Office
- Internet Applications
- Basic Computer Skills & Internet
- OS: WINDOWS

## Career Objective

Seeking a challenging role in the area of Finance to contribute towards organizational success, mutual growth and profit where my sound knowledge and skills can be utilized best to the benefit of the organization.

## Key Strengths

- Ability to build and maintain good relationship with colleagues.
- Excellent communication, presentation and interpersonal skills.
- Ability to handle multiple tasks with different priorities.
- Possess excellent time management skills.
- Dedication and responsibility.
- Problem solving, analytical, decision making and excellent management skills.

## Experience

- **Currently working as an Accountant in Cosmoplast Ind Co. LLC Sharjah UAE.**

**Designation** : Accountant.

**Duration** : 02 May 2016 to till date.

### Duties and Responsibilities:

- Processing accounting receivables, payables and incoming payments in compliance with financial policies and procedures.
- Performing day to day financial transactions including verifying, classifying, computing, posting and recording accounts receivables data and payables data.
- Prepare bills, invoices and bank deposits.
- Reconcile the accounts receivable and payable ledger to ensure that all payments are accounted for and properly posted.
- Verify discrepancies by and resolve clients' billing issues.
- Facilitate payment of invoices due by sending bill reminders and contacting clients.
- Preparing reconciliation statements of different accounts.

## Education

MBA (Finance) passed with 73.03% grade.

Batch # 2010-2013 (International Islamic University) Islamabad, Pakistan.

## Certifications

- Qualified Certification in **Peachtree Accounting Course** from Islamabad Pakistan. Duration: March 2014 to Aug 2014.
- Completed the course of **Basic Computer Foundation** for one year from Lahore, Pakistan.
- Attained 2- **International Applied Business Research Conference** from Islamabad, Pakistan (IABRC).

*I hereby declare that all the above  
furnished details are true to the best  
of my knowledge and belief.*