

MUHAMMAD ZEESHAN ANWAR

Accountant

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Jumeirah Village Circle, Dubai



SUMMARY

Detail-oriented accountant with 6 Years of experience in financial management and reporting. Seeking a challenging role where I can utilize my expertise in reconciling accounts, analysing financial data, and ensuring compliance with regulatory standards. Dedicated to optimizing financial processes and providing accurate insights to support organizational growth and success

EXPERIENCE

Accountant

MCB BANK LTD(6-YEARS)

IAX PROJECT MANAGEMENT(2-YEARS-REMOTE WORK-UAE)

10/2017 06/2023

Bookkeeping:

- Maintain accurate and up-to-date financial records in compliance with UAE accounting standards.
- Record financial transactions using the approved accounting software or systems.

VAT Compliance:

- Ensure compliance with the Value Added Tax VAT regulations in the UAE.
- Prepare and submit VAT returns in a timely manner.
- Financial Statements:
- Prepare financial statements in accordance with UAE accounting standards.
- Ensure financial statements comply with regulatory requirements.

Tax Compliance:

- Stay updated on changes in local tax laws and regulations.
- Prepare and file tax returns, including corporate income tax, in adherence to UAE tax laws.

Audit Support:

- Coordinate with external auditors during the audit process.
- Provide necessary documentation and explanations related to financial transactions and statements.

Banking and Treasury:

- Manage banking relationships and transactions.
- Monitor cash flow and liquidity, and prepare periodic cash flow statements.

Financial Analysis:

- Analysis financial data to identify trends, cost-saving opportunities, and areas for improvement.
- Provide financial insights to support strategic decision-making.

Compliance:

- Ensure compliance with local accounting policies, procedures, and regulations.
- Liaise with regulatory authorities as required.

Technology and Software:

- Utilize accounting software and technology compliant with UAE regulations.
- Stay informed about local technology advancements in accounting and finance.

STRENGTHS

FINANCIAL RECORD

INTERNAL AUDIT

BOOKKEEPING

TAX COMPLIANCE

BUDGETING

PAYROLL PROCESSING

AML/ CFT COMPLIANCE

RELATIONSHIP MANAGEMENT

FINANCIAL ANALYSIS/ REPORTING

FINANCIAL SERVICES KNOWLEDGE

SKILLS

Accounting Software Bookkeeping

AML/CFT Budgeting

QUICK BOOK ZOHO

EXTERNAL AUDITING TALLY

Financial analysis VAT/TAX

AUDITING TREASURY/BANKING

financial reporting Internal Audit

LANGUAGES

ENGLISH
Proficient



URDU
Native



HINDI
Proficient



EDUCATION

BS(Banking & Finance)-CGPA3.36/4

Abdul Wali Khan University Mardan

📅 09/2011 03/2015

CERTIFICATION

Certified Bank Teller

Mortgage Banker And Broker

MPMG Housing Finance

Certificate Of Completion Learning Zoho CRM

Certificate Of Completion QuickBooks Payroll Essential Training

Certificate Of Completion SAP ERP Essential Training

Certificate Of Completion Cert Prep Certified Analytics Professional CAP

Certificate Of Completion CRISC Cert Prep The Basics