

Muzamil Shahzad

Accountant



Contact: + 971 0558316152

Visa: 2 Month Visit visa

Expiry: 18 February 2024

Email: muzamilshahzad704@gmail.com

LinkedIn: www.linkedin.com/in/muzamil05583

Career Objective:

Highly motivated, deadline-committed, goal-driven accountant with over 3 years of experience. Proven track record of excellence. Some of my Core skills include taxation, regulatory compliance, budgeting, and forecasting. Supervised internal and external audits.

Professional Skills:

- Odoo
- MS Excel
- SAP (End user)
- Tally ERP
- Dubai VAT Tax Return Preparation
- Financial Service
- Team Management
- Petty cash management
- Accounts payable/Receivables

Experiences:

Organization **Lexus Tailoring Store (Doha Qatar)**
(Head Office, Import/Export)
Tenure **Jan-2022 to Aug-2023**
Designation: **Accountant**

Job Responsibilities

- Assistant Accountant / Accounts Officer.
- Bank Reconciliation Statements.
- Prepared Financial Transactions through the Commercial Bank of Qatar & Qatar Islamic Bank.
- Posting of data in software their Reconciliation.
- Supervised General Ledger, payments, Receivable, Voucher data entry.
- Effectively managed petty cash for seamless day-to-day operations.
- Posting and processing general entries to ensure all business transaction are recorded.
- Prepared Annual Inter Audit in the Company.
- Working with spreadsheet sale purchase and journal ledgers.

Organization **The Sprit School**

Tenure **Sep-2020 to Dec-2021**
Designation: **Accountant**

Job Responsibilities

- Performed accounts payable and receivable functions.
- Posting Entries in Journal Ledger.
- Monitored payroll functions for all branches, ensuring accurate and timely employee payments.
- Collection of Fee.
- General ledger
- Communicated with the director and manager regarding work status.
- Other Task Assign by managements.

Organization **Rana Tax Law co**
(Tax Firm)
Tenure **Nov-2019 to Aug- 2020**
Designation: **Accountant cum Tax Associate**

Job Responsibilities

- Prepared Income tax returns for individuals.
- Filed Income tax returns for single member's companies.
- Assisted in the preparation of external audit reports.
- Provided support in responding to tax related queries from Clients.

Education:

M Com (Finance) 2022

- University of Sargodha

B com (Accounts) 2018

- University of Sargodha

Personal Information:

Date of Birth:	4-March-1995
Father Name:	Bashir Ahmad
Passport Number:	TY515XXXX-
Passport Expiry:	18-Feb-2025

Language:

- English
- Urdu

Declaration:

I am Muzamil shahzad and hereby I declare that the information furnished in the resume are true and correct to the best of my knowledge.