



Muhammad Arslan

Accountant | Admin Assistant

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Personal Information

Father's Name: Ghulam Sarwar

Date of Birth: 22 - November - 1999

Marital Status: Single

Nationality: Pakistani

Religion: Islam

Language: English, Urdu, Hindi,
Punjabi

Visa Status: Employment

Skills

Computer-Aided Design

Real Soft R2 & R3, QuickBooks,
Xero.com, Zoho, Peachtree,
Microsoft Office (Advanced Excel &
MS Access), Adobe Photoshop,
Adobe Illustrator, CorelDraw, Adobe
Premiere Pro, Adobe After Effects,
Camtasia

Interpersonal Skills

Active Listening,
Encouraging,
Patience,
Motivation,
Respect,
Teamwork

Career Summary

Proficient Accountant cum Admin Assistant with over Pakistani **5 years & 1 year 6 months UAE** experience, specializing in accounts, administrative work, problem-solving, planning, and optimal assistance. Known for increasing productivity and relieving the workload of managerial staff, proven efficiency with and ability to quickly learn and navigate any computer software program, or office filing system.

Work Experience

Financial Accountant

February 2022 – Until Now

Noor Din Ditta Auto Spare Parts Tr. LLC

- Review detailed analyses of fixed asset general ledger accounts and depreciation expenditure on a monthly, quarterly and annual basis.
- Interact with upper level leadership as well as operations on a daily basis.
- Monthly end close process - Including journal entries and reconciliation.
- Debtors follow up, handling receivable and payable matter of customers & suppliers.
- Day to day accounting until finalization Profit & Loss a/c Balance Sheet Cash flow Statement.
- Perform bank reconciliations, account reconciliations between the general ledgers.
- Work with project teams and internal departments to develop and deliver training for the Coral ERP fixed assets accounting modules to Accounting, Supply Chain and other Operations groups.
- Accurate VAT returns submission & provision of information on queries to Management.
- Reviewed & revised all Accounts Receivable processes leading to process efficiencies of 20%.

Administrative Officer

October 2020 - October 2021

Millat College of Commerce, Bahawalpur

- Doing administrative and clerical tasks (such as scanning or printing)
- Preparing and editing letters, reports, memos, and emails
- Running errands to the post office or supply store
- Arranging meetings, appointments, and executive travel
- Answering phone calls and taking messages
- Maintaining folders on servers
- Recording meeting minutes
- Liaising with teams and units
- Tracking petty cash
- Covering reception

Work Experience

Accountant & Marketing Advisor January 2019 - September 2020

Surgicare Complex, Bahawalpur

- Preparing accounts and Tax Returns
- Auditing and analyzing financial performance
- Financial forecasting and risk analysis
- Advising on how to reduce costs and increase profits
- Compiling and presenting financial and budget reports
- Ensure that financial statements and records comply with laws and regulations
- Keeping account books and systems up to date
- Tracking petty cash
- Preparing and keeping bills of insurance panels
- Social Media Management
- Data analytics
- PR and corporate communication

Accountant December 2016 - May 2018

Rizwan Ali Government Contractor & General Order Suppliers, Bahawalpur

- Tracking petty cash
- Keeping account books and systems up to date
- Auditing and analyzing financial performance
- Advising on how to reduce costs and increase profits

Internship June 2018 - August 2018

Habib Bank Limited.

Education

ACCA QUALIFICATION 2022- CONTINUE

ACCA – UK (GLOBAL)

BS (Commerce) 2015 - 2019

The Islamia University of Bahawalpur

CGPA 2.98/4.00

Intermediate 2012 - 2014

Board of Intermediate & Secondary Education Bahawalpur (Punjab, Pakistan)

Grade C

Secondary School Education 2010 - 2012

Board of Intermediate & Secondary Education Bahawalpur (Punjab, Pakistan)

Grade C

Certificates/Diplomas

Google Ads Display Certification	November 2021
Google	
Google Ads Video Certification	November 2021
Google	
Social Media Certified	November 2021
Hub spot Academy	
QuickBooks	February 2021 - May 2021
Digiskills (Ministry of Information Technology & Telecommunication)	
Digital Marketing	February 2021 - May 2021
Digiskills (Ministry of Information Technology & Telecommunication)	
Graphic Designing	August 2019 - October 2019
Digiskills (Ministry of Information Technology & Telecommunication)	
Freelancing	August 2019 - October 2019
Digiskills (Ministry of Information Technology & Telecommunication)	
Computer Application & Office Professional	November 2014 - December 2015
Punjab Vocational Training Council (Government of Punjab)	