



Muhammad Naveed

Nationality: Pakistani **Date of birth:** 25 Apr 1993

Phone number: (+971) 562005763 **Email address:** naveed7226@outlook.com

Whatsapp Messenger: 0562005763

LinkedIn: www.linkedin.com/in/muhammad-naveed-552061231

Home: Electra street, Abu Dhabi (United Arab Emirates)

ABOUT ME

Transparent, organized and Flexible accounting graduate with practical experience. Practical knowledge of managing accounts payable and account receivable, verifying vendor accounts, bank reconciliation, preparation and analysis of financial statement and checking payments and receipts. Looking for an opportunity in a fast growing company to built out best accounting practices where I can fully utilize my skills and knowledge.

WORK EXPERIENCE

Assistant Accountant

Shahbaz Construction & Engineering Services [1 Mar 2021 – 30 Apr 2023]

City: Mansehra

Country: Pakistan

Maintain accurate accounting records, including journal entries, accounts payable, account receivable, accrual and prepaid.

Deliver support in the preparation and analysis of financial statements.

Perform monthly bank reconciliations.

Performed other duties as assigned by management.

Created and maintained timesheets for all employees.

Front desk receptionist

Jillani Hospital [1 Aug 2013 – 30 Jun 2015]

Welcoming patients and visitors.

Answering the telephone and answering any inquiries.

Scheduling appointments with Doctors.

Assisting patients with completing necessary forms.

EDUCATION AND TRAINING

BACHELOR OF ARTS (HONS) ACCOUNTING AND FINANCE

UCSI University [1 Sep 2017 – 31 Mar 2021]

City: Kuala Lumpur

Country: Malaysia

Website: <https://www.ucsi.edu.my/>

Field(s) of study: Business and Management

Final grade: 3.51/4.00

Financial Accounting

Management Accounting

Auditing and Assurance

International Financial Reporting Standards.

Capital Financing and Investment

Foundation in Arts

UCSI University [1 Sep 2016 – 31 Aug 2017]

City: Kuala Lumpur

Country: Malaysia

FSC

Board of Intermediate and Secondary Education [2010 – 2012]

City: Abbottabad

Country: Pakistan

Matric

Board of Intermediate and Secondary Education [2008 – 2009]

City: Abbottabad

Country: Pakistan

DIGITAL SKILLS

Accounting Softwares

TALLY ERP9 / Intuit QuickBooks

Other Skills

Microsoft Word / Microsoft Excel / Microsoft Powerpoint / Typing (40WPM) / Outlook

LANGUAGE SKILLS

Mother tongue(s): **Urdu**

Other language(s):

English

LISTENING C1 READING C1 WRITING C1

SPOKEN PRODUCTION C1 SPOKEN INTERACTION C1

Malay

LISTENING A1 READING A1 WRITING A1

SPOKEN PRODUCTION A1 SPOKEN INTERACTION A1

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

MANAGEMENT AND LEADERSHIP SKILLS

Skills

Quick learner

Ability to perform as Team leader as well as Team member.

Adopt new environment quickly.

Positive and Productive thinker

Regularity in working

Ability to seek advice

HOBBIES AND INTERESTS

Reading Online Material, Watching Productive Videos On YouTube.

HONOURS AND AWARDS

Certificate of Academic Excellence

UCSI University