

MUHAMMAD MIR ZAMAN KHAN

Commerce Grad., Accountancy & Sales Maestro.



meerzaman9881@gmail.com

0563283261

Dubai, United Arab Emirates

linkedin.com/in/muhammad-mir-zaman-khan-971514245

WORK EXPERIENCE

Accountant

Ammak Group LLC

01/2023 - 08/2023

Dubai, UAE

Business consultation according to clients' needs

Achievements/Tasks

- Conducted monthly audits to enhance accounting processes, ensuring compliance with policies and regulatory requirements
- Support the finance team of about 3 people in managing day-to-day accounting responsibilities
- Performed accounts reconciliation, data entry, payroll for about 20 employees, and account receivables of around 30+ clients

Sales Officer (Retail Banking)

JS BANK LIMITED

10/2022 - 12/2022

Pakistan

Achievements/Tasks

- Consulting customers on the bank's financial services, such as lines of credit and mortgages.
- Approaching and signing on new customers, about 10 per week Cross-selling products and services.
- Resolve customer queries and facilitate customer service Conduct market research to identify selling possibilities and evaluate customer needs.
- Achieve sales targets of an average of five plans per month under the supervision of the sales manager.

Accountant cum Sales Executive

GWADER INTERNATIONAL Property Advisors LLC

08/2020 - 06/2022

Pakistan

Achievements/Tasks

- Monitor and track lease agreements, rent payments, and billing activities.
- Helping to analyze the organization's financial performance and identify areas for improvement, including sales and asset management.
- Support in refining the budgeting process, including the development of department-specific budgets and ongoing variance reporting and analysis.
- I build business relationships with 40+ customers in order to earn their trust and maintain their loyalty.
- Assisting in the preparation of cash management reports, including cash position and forecast reports I made two reports solely on these domains.
- Research new leads and qualify them for presentation to senior team members on average 15+ per month.

Tax Analyst

Hashmi Tax advisors

01/2020 - 06/2020

Pakistan

Achievements/Tasks

- Skilfully prepare local tax compliance filings, including VAT and withholding tax, ensuring accuracy and adherence to regulations.
- Expertly identify potential tax compliance issues and red flags, presenting practical solutions and recommendations.
- Stay ahead of the curve by monitoring and analyzing new tax legislation, regulations, and judicial decisions.
- Responsible for data preparation for tax calculations and filings of around 30+ clients of the firm.

SKILLS

Accounting

Microsoft Office

Team Building

Problem Solving

Cash handling

Attention to details

General Ledger

Accuracy

Inventory control

SAP/QuickBooks/Peachtree/Tally

Financial Analysis and reporting

Regulatory Compliance(GAAP, IFRS)

Auditing and Risk Assessment

Account Management

Analyzing Data

Accounts Receivable

Accounts Payable

EDUCATION

ACCA (06/2023 - Present)

Roots IVY International School

BS Commerce(Accounting & Finance)
(09/2019 - 06/2023)

Islamia University Of Bahawalpur

LANGUAGES

English



Urdu



Hindi



CERTIFICATIONS

Computerized Accounting

Advance Excel