



# ZOHAIB LIAQUAT

## PROFESSIONAL SUMMARY

**Diligent Professional with years of exposure** in maintaining accounts, such as recording business transactions, updating, and maintaining general ledgers, preparing invoices, documenting receipts & payments, overseeing ageing accounts receivable, supporting audits with the financial information, and proceeding with the financial closing. Skilled in driving and balancing financial efficiency and leading a multi-arm financial spectrum, including developing and implementing financial policies, procedures, and systems.



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## WORK HISTORY

March 2022 - Current

**LSPL SHIPPING LLC - Accountant, DUBAI, United Arab Emirates**

### Key Deliverables as Accountant

- Maintained, managed and recorded day-to-day transactions
- Prepared, maintained and managed general ledger accounting
- Inspected, verified and reconciled accounts receivable records and its balances
- Preparing asset, liability, and capital account entries by compiling and analyzing account information
- Preparing and examining financial records and ensuring information is up to date and accurate.
- Preparation and monitoring of budgets to ensure financial stability and growth.
- Reconcile bank statements and monitor cash flow to identify any discrepancies or issues
- Monitor and manage expenses, including vendor payments and employee reimbursements
- Prepared & recorded keeping of Monthly Invoices of customers
- Accountable for preparation of Vouchers on daily basis & recording entry using ERP; preparation of Monthly Expenses, Profit & Loss Report
- Led various functions such as maintaining Receipts & Payment Records, maintaining and Updating Bank ledgers & Cash Register
- Performed all activities related to accounts payable / receivable function including reviewing & processing payments
- Monitored payments due from clients and promptly contacted clients with past due payments
- Manage account payable / receivable and expense control procedures, including bank & account reconciliation ,cash receipts, disbursements, finance charges , invoice billings & purchases
- Maintained all Accounting voucher entry
- Maintained general ledger and balance sheet across accounts payable,cash accounts, and fixed assets

## EDUCATION

Bachelor of Mass  
Communication: Mass Media  
**National University Of  
Modern Languages (NUML),**  
Pakistan, January 2015 - June  
2019

## PERSONAL DETAILS

### Date of Birth / Age:

01/04/1995

**Nationality:** Pakistani

**Marital Status:** Married

**Visa Status:** Employment

**Gender:** Male

**Religion:** Muslim

**Passport:** HN8964541

## LANGUAGES

### English

Fluent

### Urdu

- Prepared and posted journal entries and performed accounting corrections to ensure accurate records
- Calculating net salaries, deductions, and withholding. Updating payroll files and general ledger
- Maintain organized and complete financial documentation for audits and reference
- Analysed monthly reporting to reconcile production operations and general ledger.

September 2019 - August 2021

**MTBC -Medical Transcription & Billing Company(US) - Account executive,**  
Islamabad, Pakistan

Key Deliverables as Account Executive

- Ensure quality, timeless and accuracy in entire billing process
- Communication with New Jersey Management regarding practice issues
- Making Calls to providers' offices on day to day activities (when required)
- Respond to customer inquiries via phone, email
- Resolve customer complaints and issues in timely and professional manner
- Maintain accurate customer records and order information in system
- Collaborate with other departments to ensure customer satisfaction
- Checking Daily work (FTP/Scanning/other received from providers' offices)
- Checking/sending/replying SSC Messages/Emails from Providers' offices, NJ, and other department
- Communication with insurance and clients to manage revenue cycle
- Follow up of claim from healthcare insurances
- Provide sign-off and report to immediate Supervisor
- Keep record of client transaction
- Develops and maintain long-term relationships with client
- Communicate clearly progress of monthly/quarterly initiatives to internal and external stakeholders
- Participate in training and development programs to improve customer service skills

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## SKILLS

Accounts	Inventory Management
Reconciliations	Analytical skill
General Ledger Accounting	Financial Statements
Finance Management	Pressure handling
Payroll	Highly disciplined
Invoicing	Cash Handling
Customer Service	
Accounting Reports	