

Muhammad Rashid Nazir

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Accountant, Finance & Cashier (UAE LTV Driving License)

Knack to build financially sound workplaces and performance-driven companies

Qualified finance & accounts management professional with significant experience in various aspects of financial management, defining/ maintaining organizational credit policy for effectively accomplishing credit and collection targets; demonstrated expertise in preparing strategic and long-term financial plans aligned to changes in financial regulations and legislation

Core Competencies	Professional Experience
 Accounting & Finance Interpersonal Relation Commercialization Cash Management Strategic Market Planning Focus Business Development Team Work Customer service Brand Development Education BS Commerce Hons (2012-2016) 	Accountant Takkya Furniture Upholstery Abu Dhabi UAE (10/31/2019-Continue) Responsibilities Create Invoice for customer. Collecting payment from customer. Payment to supplier/compare supplier price. Handling the social marketing account. Reduce the cost of expense. Generating inventory report in daily routine. Monitoring the cash flow statement. Manage bank account. Making quotation and LPO. Payroll/Visa management. Monthly finance report. Accomplishes the result by performing the duty. Embroidery Designer I-Cliqq and welcom Operating Embroidery Machine
Date of Birth : 20 th Oct 1992 Nationality : Pakistani Visa Status : Employment Visa Materials Status : Married Passport No : DC9828293 Languages : English,Urdu, Punjabi,Hindi Arabic	Cash Officer Officer United Bank Limited (Private) Limited, Faisalabad Pakistan Dec 2018 - Aug-2019 Responsibilities: • Opening account /credit control /remittance. • Encourage opening new account. • Help people out with their problems regarding costumer's account. • Balance the claques, cash and currencies in the money drawer by the end of each shift. • Managed accounts receivable and payable. • Maintain an extensive report on daily, weekly, and monthly transactions. • Providing training and assistance to new joined cashier. • Continuous management support for budget and forecast activities.

Account Officer /Treasury Section | National Internship Program Faisalabad Pakistan

Oct-2017 - Oct 2018

Responsibilities:

- Collections of payments from creditors.
- Maintain and protect employee payroll.
- Input of sales and purchases invoices, checking on billing.
- Maintain and manage account payable and account receivable records.
- Maintaining all staff and patient files in the company's database.
- Handling incoming and outgoing email and physical mail.
- Manage office expenditure within the expenditure budget limits.
- Identifying and resolving problems.

Professional Development

- Knowledge of Microsoft Office (Word, Excel Power Point, Access, and Outlook)
- Email, Fax, Scanning, answering Call, Presentation,
- Attended workshop on Communication Effectively and Leadership to provide the personnel with characteristics to lead the team.
- Quick Book
- Auto Cad
- Aliphia
- ▶ Easy to learn new advance technologies.
- Embroidery Designer
- I-Cligg and welcom
- Operating Embroidery Machine
- Store Keeper

Interest

- Reading books,
- Gym
- Newspapers,
- Social Media,
- Surfing net

Seminar Participation

- Seminars attended on the issues
- Current Economic & Financial Crises.
- Changing Trends in Marketing.
- Trends in Change Management.
- Entrepreneurship

BS Commerce Hons Internships

3 Months internship at Punjab Bank Faisalabad

- Credits and Clearing
- agricultural and Online Remittance