



ZAHID MEHMOOD

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🏠 Khalidya Area Abu Dhabi City

Certifications:

- International Business Etiquette certificate from MAB company Abu Dhabi In May-2017
- Bank Internship certificate from Askari Bank Pakistan 01830 PMO branch in Jun-2015
- Peech Tree certificate from cybronic Computer institute Wah Cantt in 2010
- Certificate of Organizer for organizing an event of Emerging Brands in University Of Wah Wahcantt in 2014

Skills:

- General, ledger and trial balance preparation.
- Revenue report generation.
- Payment collection and handling procedures.
- Customer's service.
- Data entry.
- Empathy and problem solving
- Clear communication and active listening skills

Professional Summary:

Dedicated and detail oriented junior accountant with three years of experience as site accountant. Skilled in finalizing accounts and budgeting, and cost control. Proven track record of maintaining accurate financial and ensuring compliance with industry.

Experienced as security and customer service officer with demonstrate history of providing exceptional service in residential and commercial sector for more than seven years. Proficient in managing tenants and visitor's inquiries, move-in and move-out procedures. Expertise in maintaining good relationship with management, tenants, visitors, and among team members.

Education:

- Master In Business Administration (MBA Finance)
- NEBOSH (Health and Safety)

Project of work as security and customer service officer:

- Louvre museum Abu Dhabi (2017-2018)
- International Capital Trading ICT (2019-2024)

Project of work as accountant:

- Expertise contractors private Pakistan (2015-2017)
- Wah Continental Hotel Wahcantt Pakistan (2012-2015)

Jobs Responsibilities:

- Maintaining of updated financial record, ensuring their accuracy.
- Posting of general entries, maintaining of ledger, and preparing of trial balance.
- Specialize in security and safety related concerns.
- Maintain strong coordination among management, leasing and streamline operation.
- Handle tenants complain, provide accurate solution, and alternative within limited time.
- Identify and access customers' needs and to achieve satisfaction.
- Maintain positive and empathetic and professional attitude towards tenants and customers all the time.
- Design and insure customer satisfaction surveys, analyze result, and execute improvements based on feedback.
- Communicate and coordinate corrective system actions which involve system enhancement or process change.

