

# Muhammad Mohsin Butt

ACCOUNTANT



## Contact

+971 55 128 6196

mohsinbutt19@gmail.com

International City Spain Cluster T06  
Room #214 Second Floor Dubai

## About Me

To play role as an active team player in challenging and learning environment where my knowledge and experience add value to the organization as well as to my personal and professional development

## Skills

- Accounting
- Book Keeping
- Accounts Receivable/payable
- Customer Relations
- Problem Solving

## References

Available on request.

## Education

- Matriculation**  
*Sacred Heart Cathedral School- B.I.S.E (2008 - 2009) Punjab, Lahore*
- I.COM**  
*Punjab College - B.I.S.E (2009 - 2011) Punjab, Lahore*
- B.COM**  
*Punjab University (2011- 2013)  
Major: Accounting*

## Experience

- SKG FOOD STUFF TRADING LLC (Dubai)**  
**ACCOUNTS** **11 Nov 2023 to Till**  
Efficiently manage cash transactions and paperwork, ensuring accuracy and compliance. Safeguard cash drawers, perform basic calculations, and maintain optimal drawer levels. Verify deposits, execute bank transfers, and promote financial services through effective cross-selling. Maintain meticulous customer ledgers and payment records to uphold financial accountability.
- HBL BANK LTD (RHQ MALL ROAD LAHORE)**  
**Cash Officer (Teller)** **15 July 2021 to 3 Nov 2023**  
Expertly manage and reconcile financial transactions and paperwork with precision. Safeguard cash drawers, perform accurate mathematical computations, and ensure constant availability of funds. Verify checks for deposits and facilitate seamless bank transfers. Proactively cross-sell financial services while managing multiple priorities in a dynamic setting. Proficiently identify and manage damaged or counterfeit currency for operational integrity.
- HBL BANK LTD (RHQ MALL ROAD LAHORE)**  
**Phone Banking Officer** **23 Aug 2019 - 30 Nov 2020**  
Ensure timely preparation of accurate monthly, quarterly, and annual insurance reports, adhering to strict deadlines. Manage all financing activities such as vehicle and equipment leasing, and oversee comprehensive insurance processes.
- FINSOL GERNAL TRADING (Dubai)**  
**Accountant** **12 June 2012 - 10 Nov 2015**  
Efficiently manage cash transactions and paperwork, ensuring accuracy and compliance. Safeguard cash drawers, perform basic calculations, and maintain optimal drawer levels. Verify deposits, execute bank transfers, and promote financial services through effective cross-selling.