



# Mujeeb Ur Rehman

Accountant / Clerk

## Personal Info

-  [mujeebrehmanac@gmail.com](mailto:mujeebrehmanac@gmail.com)
-  +971 50 601 1442
-  Dubai, 00000, United Arab Emirates
-  PAKISTANI
-  01/03/1997

## Education

- **Master of Commerce in Commerce**  
University of Peshawar April 2022
- **Bachelor of Commerce in Commerce**  
University of Peshawar October 2019
- **Intermediate**  
Govt. Degree College April 2015
- **Matric**  
Iqra Children Academy March 2013

## Skills

Excel Spreadsheets

Financial Reporting

Teamwork

Microsoft Office

Time Management

Bookkeeping

Data Entry

## Summary

Dynamic Accountant skilled in analysing financial indicators such as operating and capital expenditures, proposals, and rates of return. Serves as a financial adviser for multiple University of California departments, with extensive experience establishing budgets and developing reports. Earned reputation as a perceptive and practical troubleshooter with a unique ability to solve large-scale problems often deemed too challenging for others. Analytical, organised, and deadline-driven professional, holding uncommon integrity and a commitment to excellence.

## Work Experience

### Data Entry Operator, Omnix International Dubai-Burjman Business Tower

January 2024 - September 2024

- \* Entering customer and account data from source documents within time limits.
- \* Compiling, verifying accuracy and sorting information to prepare source data for computer entry.
- \* Reviewing data for deficiencies or errors, correcting any incompatibilities and checking output.

### Data Entry Clerk, Zomato-Ajman, Ajman City

September 2022 - February 2023

- \* Handle cash, credit, or check transactions with customers.
- \* Scan goods and collect payments.
- \* Issue change, receipts, refunds, or tickets.

### Assistant Accountant, Mcolson Research Laboratory Peshawar

May 2019 - March 2021

- \* Reconcile invoices and identify discrepancies.
- \* Create and update expense reports.
- \* Enter financial transactions into internal databases.
- \* Issue invoices to customers and external partners, as needed.

Client Relations

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Auditing

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Work ethic

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Problem-solving

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Communication

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Interpersonal skills

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Interpersonal skills

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Adaptability

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Leadership

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Adaptability

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Reconciliation

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Attention to detail

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Creativity

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Accounting

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## Languages

English

Urdu

Hindi

Pashto

## Cashier in Allied Bank, Peshawar, Pakistan

October 2017 - January 2019

- \* Accurately handle cash, credit, debit, and other forms of payment.
- \* Ensure that all transactions are recorded correctly in the system.
- \* Provide receipts, give change, and count cash when needed.

## References

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References available upon request