



# Muhammad Naveed

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**Date of birth:** 25 Apr 1993 | **Nationality:** Pakistani | **Phone number:**

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**Address:** Electra street, Abu Dhabi , United Arab Emirates (Home)

## ● ABOUT ME

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Transparent, organized and Flexible accounting graduate with practical experience. Practical knowledge of managing accounts payable and account receivable, verifying vendor accounts, bank reconciliation, preparation and analysis of financial statement and checking payments and receipts. Looking for an opportunity in a fast growing company to built out best accounting practices where I can fully utilize my skills and knowledge.

## ● WORK EXPERIENCE

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1 MAR 2021 – 30 APR 2023 Mansehra, Pakistan

**ASSISTANT ACCOUNTANT** SHAHBAZ CONSTRUCTION & ENGINEERING SERVICES

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Maintain accurate accounting records, including journal entries, accounts payable, account receivable, accrual and prepaid.

Perform monthly bank reconciliations.

Deliver support in the preparation and analysis of financial statements.

Created and maintained timesheets for all employees.

Performed other duties as assigned by management.

1 AUG 2013 – 30 JUN 2015

**FRONT DESK RECEPTIONIST** JILLANI HOSPITAL

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Welcoming patients and visitors.

Answering the telephone and inquiries.

Scheduling appointments with Doctors.

Assisting patients with completing necessary forms.

## ● EDUCATION AND TRAINING

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1 SEP 2017 – 31 MAR 2021 Kuala Lumpur, Malaysia

**BACHELOR OF ARTS (HONS) ACCOUNTING AND FINANCE** UCSI University

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Financial Accounting

Management Accounting

Auditing and Assurance

International Financial Reporting Standards.

Capital Financing and Investment

**Website** <https://www.ucsi.edu.my/> | **Field of study** Business and Management | **Final grade** 3.51/4.00

1 SEP 2016 – 31 AUG 2017 Kuala Lumpur, Malaysia

**FOUNDATION IN ARTS** UCSI University

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2010 – 2012 Abbottabad, Pakistan

**FSC** Board of Intermediate and Secondary Education

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● **DIGITAL SKILLS**

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**Accounting Softwares**

Intuit QuickBooks | TALLY ERP9

**Other Skills**

Microsoft Word | Microsoft Excel | Microsoft Powerpoint | Typing (40WPM) | Outlook

● **LANGUAGE SKILLS**

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Mother tongue(s): **URDU**

Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
<b>ENGLISH</b>	C1	C1	C1	C1	C1
<b>MALAY</b>	A1	A1	A1	A1	A1

*Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user*

● **ADDITIONAL INFORMATION**

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**HONOURS AND AWARDS**

Dean Honours Certificate of Academic Excellence – UCSI University

**MANAGEMENT AND LEADERSHIP SKILLS**

**Skills** Quick learner

Ability to perform as Team leader as well as Team member.

Adopt new environment quickly.

Positive and Productive thinker

Regularity in working

Ability to seek advice

**HOBBIES AND INTERESTS**

Reading Online Material, Watching Productive Videos On YouTube.