

# MUHAMMAD ABU BAKAR

ACCOUNTANT

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📍 Sharjah United Arab Emirates, Sharjah, 52250, United Arab Emirates

## ABOUT ME

As an ACCA affiliate with one year of experience, I have a strong foundation in accounting and finance. I completed a thesis on the automobile companies Ford Motors and Tesla Inc., where I applied strategic analytical tools such as SWAT, PESTLE, etc. I possess strong analytical abilities, ethical decision-making acumen, and adaptability.

## SKILLS

Ethical Decision-Making

Analytical Abilities

Communication Skills

Adaptability and Resilience

Digital Literacy

Professionalism and Networking

## LANGUAGES

English

Urdu

Arabic

## HOBBIES

Reading, E-gaming, Excursions

## WORK EXPERIENCE

**ACCOUNTANT** | Ghulam Farooq Used Cars Tr Per Person LLC | Sharjah | Feb 2023 - Present

- Handled day-to-day accounting processes to drive financial accuracy
- Prepare and maintain the company's general ledger and auxiliary books, together with financial records and reports, following statutory and corporate policies and procedures
- Advised the company about new strategies that could be implemented for an increase in revenue and how to cut off different expenses
- File company-quarter VAT returns
- Prepare, review, reconcile, and issue bills, invoices, and account statements according to company procedures
- Complete period-end closing procedures and reports as specified
- Maintained compliance with federal, state, and local tax laws by staying informed about changes and filing by attending the webinars hosted by Federal Tax Authority (FTA).
- Handled accounts payable and accounts receivable tasks, which included aging analysis and accounts reconciliation.
- Check figures, postings, and documents for correct entry, mathematical accuracy, and proper codes
- Organize, secure, and maintain all files, records, cash, and cash equivalents in accordance with policies and procedures.

## EDUCATION

**ACCA (PROFESSIONAL CERTIFICATION)**

ACCA, Pakistan | 2022

- Completed the ACCA qualification with a specialization in Advanced Audit and Tax.

**BACHELOR OF SCIENCE**

Oxford Brookes University, United Kingdom | 2023

- I graduated with a second-class upper degree.
- Explored financial strategies, market dynamics, and operational efficiencies.