

# MUHAMMAD MIR ZAMAN KHAN

Commerce Grad. & Accountancy Maestro.

Results-Driven Financial Professional & Accountant



meerzaman9881@gmail.com

0563283261

Dubai, United Arab Emirates

linkedin.com/in/muhammad-mir-zaman-khan-971514245

## WORK EXPERIENCE

### Assistant Accountant Hot Hub Electronics LLC

08/2023 - 11/2023

Dubai, UAE

#### Achievements/Tasks

- Conducted monthly audits to enhance accounting processes, ensuring compliance with policies and regulatory requirements.
- Support the finance team of about 3 people in managing day-to-day accounting responsibilities.
- Performed accounts reconciliation, data entry, payroll for about 20 employees, and account receivables of around 30+ clients.

### Accountant (Internship) Mitchell's Fruit Farm Limited

08/2022 - 12/2022

Lahore, Pakistan

#### Achievements/Tasks

- Assisting in the preparation of cash management reports, including cash position and forecast reports I made two reports solely on these domains.
- Helping to analyze the organization's financial performance and identify areas for improvement, including sales and asset management.
- Support in refining the budgeting process, including the development of department-specific budgets and ongoing variance reporting and analysis.

### Accountant GWADER Property Advisors Pvt LTD.

06/2020 - 04/2022

Bwp, Pakistan

#### Achievements/Tasks

- Monitor and track lease agreements, rent payments, and billing activities.
- Helping to analyze the organization's financial performance and identify areas for improvement, including sales and asset management.
- Support in refining the budgeting process, including the development of department-specific budgets and ongoing variance reporting and analysis.

### Assistant Tax Analyst Hashmi Tax advisors

01/2020 - 04/2020

Bwp, Pakistan

#### Achievements/Tasks

- Skilfully prepare local tax compliance filings, including VAT and withholding tax, ensuring accuracy and adherence to regulations.
- Expertly identify potential tax compliance issues and red flags, presenting practical solutions and recommendations.
- Stay ahead of the curve by monitoring and analyzing new tax legislation, regulations, and judicial decisions.
- Responsible for data preparation for tax calculations and filings of around 30+ clients of the firm.

## SKILLS

Microsoft Office

Team Building

Problem Solving

Cash handling

Attention to details

General Ledger

Accuracy

Inventory control

SAP/QuickBooks/Peachtree/Tally

Financial Analysis and reporting

Regulatory Compliance(GAAP, IFRS)

Accounts Receivable

Accounts Payable

## ACHIEVEMENTS

Gold-medalist

BS- Commerce (2019-2023)

Best Employee (2021)

GWADER Property Advisors Pvt LTD.

## EDUCATION

ACCA (06/2023 - Present)

Part- Qualified (Continue)

BS Commerce( Accounting & Finance)  
(09/2019 - 04/2023)

Islamia University Of Bahawalpur

## LANGUAGES

English

Full Professional Proficiency

Urdu

Native or Bilingual Proficiency

Hindi

Native or Bilingual Proficiency

## CERTIFICATIONS

Computerized Accounting

Advance Excel