

**Name:** Mr. Muhammad Zohaib  
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**Address:** International City, Dubai  
**Visa Status:** Visit, Available to join Immediately



I am seeking to secure a responsible career opportunity to fully utilize my training and skills of 7 years' experience in Accounts and Finance Department, while making a significant contribution to the success of the company.

### **Professional Skills**

Proficient in major accounting software platforms, (Xero, QuickBooks Online, QuickBooks Desktop, Sage Cloud Accounting, ZohoBooks, FreshBooks, Oracle ERP, Tally ERP)

Proficient in Microsoft Word, Excel and Power Point. Excellent verbal and communication skills in English and Urdu. Knowledge of I.T, software installation and internet handling.

Self-Motivated, committed and effective team working skills.

### **Professional Tasks**

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|--|---|--|
| Bookkeeping  | Bank Reconciliations  | Financial Statements Preparation   |
| PDF To Excel conversions   | Team Management   | Petty Cash Reconciliations   |
| Projected Financial Statements Preparation   | Financial Statements Analysis   | Accounts Receivable Reconciliations<br>Accounts Payable Reconciliations  |
| <b>Freelance Work:</b><br>UAE VAT Returns.<br>Australian BAS.<br>Financial Analysis for stock traders. | Sales Tax Returns<br>Income Tax Returns<br>Internal Audit<br>Payroll Processing | <b>Clients Portal Handling on:</b><br>Australian Securities & Investments Commission,<br>Australian Taxation Office<br>Federal Board of Revenue of Pakistan<br>HM Revenue & Customs U.K. |

### **Experience**

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|-------------------------|--|
| <b>Organization</b>     | <b>Blossom Avenue (Real Estate &amp; Construction)</b>   |
| <b>Designation</b>      | <b>Financial Accountant</b>  |
| <b>Duration</b>         | <b>April 2014 to September 2017 (Full Time)</b>  |
| <b>Responsibilities</b> | <ul style="list-style-type: none"> <li>• Internal Audit Quarterly, Procedures to mitigate the risks.</li> <li>• Bookkeeping &amp; Bank reconciliations, Petty Cash Reconciliations, Financial Statements Preparation by using QuickBooks Desktop, Sales tax returns.</li> <li>• Income &amp; Expense Sheets of Contracts. Signing of Purchase orders.</li> <li>• Client Management, Account payable and Account Receivable Management</li> </ul> |

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|-------------------------|---|
| <b>Organization</b>     | <b>H.M.C Suleman Zahid &amp; Co (Chartered Accountants)</b>   |
| <b>Designation</b>      | <b>Audit &amp; Accounts Manager</b>   |
| <b>Duration</b>         | <b>October 2017 to August 2019 (Full Time)</b>  |
| <b>Responsibilities</b> | <ul style="list-style-type: none"> <li>• External &amp; Internal Audit Assignments of Different Companies</li> <li>• Income Tax and Sales Tax Returns Preparation</li> <li>• Financial statements Preparation for Sole Traders, Private Limited companies &amp; N.G.O.</li> </ul> |

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|-------------------------|---|
| <b>Organization</b>     | <b>Biznav Consultants Private Limited</b>   |
| <b>Designation</b>      | <b>Assistant Accountant</b>   |
| <b>Duration</b>         | <b>November 2017 to May 2018 (Part Time)</b>  |
| <b>Industry</b>         | <b>Accounts &amp; Taxation</b>  |
| <b>Responsibilities</b> | <ul style="list-style-type: none"> <li>• Book keeping on Xero, Quick books and manually in Excel for different clients</li> <li>• Bank Reconciliations, Petty Cash Reconciliations, Account Receivables and Account Payables Reconciliations, Financial statements preparation of sole traders and private limited companies, Payroll processing, VAT Returns Preparation.</li> </ul> |

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|-------------------------|--|
| <b>Organization</b>     | <b>Yaqub &amp; Co Chartered Accountants</b>  |
| <b>Designation</b>      | <b>Tax Trainee</b>   |
| <b>Duration</b>         | <b>June 2019 to September 2019 (Part Time)</b>   |
| <b>Responsibilities</b> | <ul style="list-style-type: none"> <li>• External audit assignments of welfare societies and Madaris</li> <li>• Sales Tax and Income Tax Returns Preparation of Sole Traders &amp; companies.</li> </ul> |

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|-------------------------|--|
| <b>Organization</b>     | <b>Asif Mubeen &amp; Co Chartered Accountants</b>  |
| <b>Designation</b>      | <b>Accounts &amp; Finance Manager</b>  |
| <b>Duration</b>         | <b>April 2021 to September 2022 (Full Time)</b>  |
| <b>Responsibilities</b> | <p>Managing more than 70 clients portfolio and performing the following tasks:</p> <ul style="list-style-type: none"> <li>• Book keeping on excel, QuickBooks Online &amp; Xero.</li> <li>• Bank Reconciliations, Petty Cash Reconciliations.</li> <li>• Clients Portal management, Invoicing &amp; Account Receivables Reconciliations.</li> <li>• Prepare Financial statements quarterly &amp; yearly for the clients using Sage Cloud, QuickBooks Online, Xero, Tally ERP, Oracle ERP and ZohoBooks.</li> <li>• Payroll processing on QuickBooks Online &amp; Xero</li> <li>• Preparation and Lodgment of Individual, Companies and Trusts Sales Tax and Income Tax Return to Australian Taxation Office.</li> <li>• Client authorization forms and documents management on Sign now</li> <li>• Management of clients portal on Australian Securities &amp; Investments Commission and Australian Taxation Office.</li> </ul> |

### **Academic Qualification**

| <b>Degree / Certification</b>     | <b>Board / University</b>                |
|-----------------------------------|--|
| A.C.C.A. Finalist                 | A.C.CA-U.K.                              |
| B.Sc. (computer sciences)         | Government College University Faisalabad |
| Intermediate (I.Com)              | B.I.S.E. Faisalabad                      |
| Matric                            | B.I.S.E. Faisalabad                      |
| Diploma in Office Management      | Skills Development council               |
| I.E.L.T.S.                        | British Council                          |
| QuickBooks Advanced Certification | QuickBooks Online                        |

### **Personal Information**

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|--------------------------|---|
| <b>Father Name</b>       | Akhtar Ali  |
| <b>Date of birth</b>     | 20-03-1994  |
| <b>Nationality</b>       | Pakistani   |
| <b>Marital status</b>    | Single  |
| <b>Permanent address</b> | Pirmahal, District Toba Tek Singh, Punjab, Pakistan |

### **Hobby**

My hobby is to having conversation with people having versatile personalities to enhance my communication skills, like to read articles published on accounting websites which helps me to keep in touch with the prevalent accountancy.

**Reference:** Will be furnished on demand.