

Muhammad Shaheer



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Core Competencies

Accounts assistant with 6 years' experience and 7 month is seeking to obtain and secure a position which allow me to utilize my skills knowledge, and abilities, which includes but are not limited to financial auditing, computer skills entering, and retrieving data, database queries, generating reports, planning, managing, community skills, etc...

Educational Qualifications:

Bachelor of Commerce (B.Com) in Accounting from **Shah Abdul Latif university khairpur Mir's Sindh** Pakistan

Master in Public Administration (MPA) in Public Administration **Shah Abdul Latif university khairpur Mir's Sindh** Pakistan

Diploma in Information Technology (DIT) in IT **Sindh Board Of Technical Education Sindh** Pakistan

Present Position

Performing duties in **Phoenix Armor (Pvt.ltd)** Sukkur , Sindh as Accounts Assistant **December 2017 to 14 June 2024.**

Performing duties in **Muller & Phipps logistics (Pvt.ltd)** Rohri Administration (**Store Executive**) June 2024.

Duties & Responsibilities:

- Handle Monthly , quarterly and annual closing
- Store/Admin
- Manage balance sheets and profits/loss statements
- Daily update Voucher Expenses and information of the month
- I run the software Of company Phoenix armor Pvt Ltd we put company expenses in Software
- Experience With General Ledger
- Petty Cash Management
- EBAS Store keeper inventory look after
- Hands- on experience with accounting software like fresh books
- I have worked in recovery for Six month
- Handling tasks such a collecting DD, cheque and managing taxes and depositing cash.
- Willing to relocate to UAE immediately. Available for remote or online interviews.

COMPUTER LITERACY:

- MS Office
- MS Excel
- Email communication
- Spreadsheets
- Presentation Software (Power Point)
- Social media

PERSONAL INTERESTS

- Reading
- Cricket
- Newspaper
- Current affairs
- Foot ball

PERSNAL INFORMATION

- Date of Birth 23 March 1993
- Marital Status Married
- Passport No KA5158541
- Visa Status Visit Visa
- CNIC 45504-2121854-3
- Home Address: House No: 62 Crystal Model town Phase 3ext: Main Bypass Rd Sukkur
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