

## MUHAMMAD MUJAHID ISLAM

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### *Professional Objective*

### **PUBLIC RELATION OFFICER/ACCOUNTANT/INVENTORY CONTROLLER**

*Uniquely qualified for the Positions requiring Accounting and Computer Hardware & Software Operating Skills.*

#### **Executive Profile**

Accomplished energetic, Productive Accounts Management Skills with over 5+ Years of broad experience in all aspect of Accounting, Inventory Controlling & Public Relation Officer for leading company in Contracting and Consultant Company. An ability to work under pressure in fast paced, time sensitive environment. Strongly self-motivated enthusiastic and committed to professional excellence. Looking for challenging opportunity with a reputable company / Group where my skills and experience will have a valuable impact.

#### **KEY ACCOUNTS, COMPUTER MANAGEMENT SKILLS & PRO**

- ◆ Profit & Loss Management
- ◆ Financial Reporting.
- ◆ Handling Visa Process of Employee since September 2015
- ◆ Handling MEPS to upload Drawing, applying for inspection etc.
- ◆ Handling smart Hub & IPS software since September 2015
- ◆ Having great knowledge of Establishing Business License.
- ◆
- ◆ A good exposure to Accounting Software **Tally, Peach Tree & QuickBooks.**
- ◆ Well versed in use of Ms-Office (Microsoft Word, Excel, PowerPoint)
- ◆ Broad knowledge of Computer Hardware installation and software installation.
- ◆ Handling Wages Protection System (WPS) since September 2015
- ◆ Handling Contracting Bank Payment System since December 2016
- ◆ Having excellent Knowledge of Ministry of Labour
- ◆ Having excellent Knowledge of Ministry of Interior & Immigration.

#### **Career Progression**

**Mohamed Al Awabed General Contracting**  
**Aldurra Al Alamiya Contracting & Gen Maint L.L.C**  
**A L D General Contracting**

**Abu Dhabi, UAE**  
**Abu Dhabi, UAE**  
**Abu Dhabi, UAE**

- Receipting of cash and debtors collections by reference to the cash book and debtors ledger to ensure the receivables are accurately reflected in the financial statements
- Preparation of payment vouchers and processing same by checking the supporting documents, bills and making cheque and cash payments, coding the vouchers with cost centre and account codes and entering in the profit system.
- Application of creditor's settlements in the payables ledger by selecting the dues as per references given on the statements received from leisure suppliers, to reflect the payables in the financial statements.

## Career Progression

### Mohamed Al Awabed General Contracting

Abu Dhabi, UAE

- Prepare, examine, or analyse accounting records, financial statements, or other financial reports to assess accuracy, completeness, and conformance to reporting and procedural standards.
- Develop, implement, modify, and document recordkeeping and accounting systems, making use of current computer technology.
- Report to management regarding the finances of establishment.
- Establish tables of accounts and assign entries to proper accounts.
- Analyze business operations, trends, costs, revenues, financial commitments, and obligations, to project future revenues and expenses or to provide advice.

### Construction Contractors & Consultant Co.

Abu Dhabi  
2015 To 2021

#### Accountant/ Public Relation Officer

One of the pioneers in Construction as well as in the field of Contracting and Consultant Engineering with over more than 120 employees on board located in United Arab Emirates.

Responsible for managing **companies Administration, Manpower planning, Payroll Management, Staff welfare**, Preparation of work schedules and maintaining high level Relation with the Employees.

- Maintaining Personal files, assisting in recruitment, mobilization and other related jobs.
- Performed maintenance of detailed reports/schedules/statements as per international standards in order to provide data's to senior management on time

## Career Progression

### Aldurra Al Alamiya Contracting & Gen Maint L.L.C

Abu Dhabi, UAE

#### Accountant & Public Relation Officer

Managed Financial & accounting operation of the firm having a staff strength of 20 engaged in the business of Sales, Services, Printing and Construction works. The main focus of responsibility was to provide proper guidance in Accounting and Computer Operations.

- Responsible for creating official letters and notes.
- Performed maintenance of job reports, financial reports and Payroll Management and Inventory Controlling.
- Performed maintenance and installation of Software and Hardware.
- Creating Computerized Final accounts, Trial Balance, Balance sheet, Trading and Profit & Loss account, Bank reconciling reports, Stock reports using accounting package **Tally**.

## Career Progression

### A L D General Contracting

Abu Dhabi, UAE

#### Accountant & Public Relation Officer

- Performed maintenance of job reports, financial reports and Payroll Management and Inventory Controlling.
- Responsible for creating official letters and notes
- Responsible for computerized official works.
- Performed maintenance and installation of Software and Hardware.

## Career Progression

### LINE DESIGN ENGINEERING CONSULTANCY L.L.C

- Responsible for creating official letters and notes.
- Performed maintenance of job reports, financial reports and Payroll Management and Inventory Controlling.
- Performed maintenance and installation of Software and Hardware

## Professional Qualifications

- **B.Com (University of Punjab, Lahore)**
- **Short Course in Tally, Peach Tree.**

## Computer skills

Proficient in the use of Ms-Word, Ms-Excel, Ms-PowerPoint, **Tally(5.4,6.3,7.2)**, Page Maker, Photoshop, Internet Applications, Windows, Dos, Computer Hardware. **Basic Knowledge of AutoCAD**

## Personal Details

Nationality : Pakistan  
Date of Birth : 21-11-1995  
Languages known : English, Arabic, Urdu, Punjabi, Hindi.  
**(Good Communication Skills)**  
Passport No. : AG1804082  
Date of Issue : 05/09/2019  
Date of Expiry : 04/09/2024  
Place of Issue : PAC Kamra, Pakistan

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