



# Shahriar Mohammed

## Professional Goals

An ACCA (Association of Chartered Certified Accountants) aspirant at the Strategic Professional Level with Advanced Microsoft Excel Proficiency.

Seeking an Entry Level Accounting Executive position at your firm to provide effective and quality support towards organisational and financial responsibilities through application of Basic Accounting Standards, procedures, and UAE VAT Laws.

## Get in touch!

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shariarmohammad

Abu Shagara, Sharjah, UAE

## Learned Competencies

- Ethics and Professionalism
- Management Accounting – Costing techniques, Budgeting, Forecasting
- Financial Accounting – Preparation of Statement & Business Reporting
- Business Analysis & Performance Management
- Risk Identification, Audit and Assurance
- Data, Digital and Technology.
- Taxation – UAE VAT
- Diversified Skills Include Client Relations, Developing Strategies and Administrative Support

## Academic History

### Oxford Brookes University, UK

Bachelor of science (Hons) in  
Applied Accounting - Sep 2021

### Association of Chartered Certified Accountants (ACCA), UK

Advanced Diploma in Accounting  
and Business

Applied Knowledge and Skills  
Levels

Professional Ethics module

Strategic Business Reporting

### Zabeel Institute, UAE

IATA Passenger Ground Service  
(PGS) & IATA Galileo Certifications

### Cambridge IGCSE, UK

O'level - 2013

A'level - 2015

## Work Experience

### Admin | Invoicing, Fleet & Operations

**Hertz - Al Futtaim & Sons | July 2021 – May 2022**

- Provide administrative support
- Collect data for entry from the relevant applications.
- Generate reports for enquiries to update AUH & DXB portals for rental and lease agreements.
- Authenticate correctness of data collected
- Process valid data for entry and escalate erroneous data to concerned department for correction.
- Input business transaction in relevant application
- Liaise with CSR team to ensure accurate documents are obtained from clients.
- Update reports end of day to line manager and team about agreements processed.
- Assisting Management in implementing Automation of Business systems with Government portals through testing of APIs

### Management Trainee | Intern

**Emerging Worlds FZC | Oct 2020 – Nov 2020**

- Provide administrative support
- Generate Monthly Sales Target
- Create and give presentations
- Evaluating performance, writing reports analyzing data

## Languages Spoken

**Expert:** English, Bengali, Hindi,  
Urdu

**Moderate:** Arabic

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## Computer Proficiency

**Microsoft Office Suit-** Microsoft Word, Advance Excel, PowerPoint, Outlook.

**ERP suites-** Tally, Sage & QuickBooks.

**Computer Hardware Troubleshooting & Android Rooting.**

**AutoCAD 2D/3D, 3D Studio max, 3D Rendering.**

**Photoshop & Video Editing.**

**Work Applications -** TARS, ECRS, CarPro, LeasePro.

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## Data Entry Typist | Usher

**Xenial | Galore | Vibes Events | Oct 2018 – June 2021**

- Greeting the Visitors
- Inquiring about their Pre-Registration to validate access
- Acquiring correct legal documents to validate entry badges.
- Filling in the information into the system software to issue categorised badges
- Answering to Visitor Queries Coordinating with different management hierarchy
- Reporting feedback to the Supervisors and Coordinators

### Events Collaborated:

- |                                   |                           |
|-----------------------------------|---------------------------|
| - The Arabian Travel Market 2021  | - Dubai Airshow 2019      |
| - The Dubai Wood show 2021        | - WETEX 2018 2019         |
| - GITEX Technology Week 2020 2019 | - Special Olympics 2019   |
| - Arab Health 2020 2019           | - Papal Visit 2019        |
| - Asian football Club AFC 2019    | - Intersec 2020           |
| - Dubai Muscle show 2019          | - Arab health 2019        |
| - Big5 Exhibition 2019            | - Majaz Amphitheatre 2021 |

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## Key Skills

Business acumen

Analytical

Detail Oriented

Time Management

Meeting Deadline

Communication

Business intelligence

Team Player

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## Personal Information

### Personality Type:

INFJ

### Visa Validity:

Father Sponsored  
- valid till 03-Jan-2023

### Date of Birth:

29 Jan 1996 (Age: 26)

### Dubai Driving License:

LMV licence until 28 Dec 2023

### Residing in UAE:

23 Years

### Nationality:

Bangladeshi

### Covid-19 Vaccinated:

2 Doses complete (Pfizer)

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## Hobbies

Photography

Gaming

Car Enthusiast

Reading

Foodie

Movies