

# Raja Murtaza Tariq

## EXPERIENCE [9 Years]

- November 19 – August 2021 ● **Millor Private Ltd [European accountancy firm]**  
**Senior Finance Manager**
- Preparing financial statements and balance sheet of companies
  - Preparing documentations for internal audit
  - Performing corporation tax submission
  - Dealing with sales invoices, income, receipts and payments
- October 18 – September 19 ● **Harmony Real Estate, Dubai**  
**Accounts Manager**
- Managing costs and reviewing budget
  - Generating sales and lead financial capital for the company
  - Coordinating activities of different departments such as pricing, production, marketing, accounts, finance and HR
  - Supervising inventory facility layout, and even distributions of goods
- August 14 – July 18 ● **6th Sense Marketing Group**  
**Finance Manager**
- Tracks investment for cash flow and reserves
  - Conducts analysis for financial market trends towards new investments
  - Assists in budget preparation on annual, quarterly and monthly basis
  - Conducts analysis for financial market trends towards new investments
  - Performs monthly financial analysis to maintain financial standards set by the company, resolve issues and avoid gaps and services
- April 12– July 14 ● **Glactix**  
**Accountant**
- Preparation of Financial Statements (Monthly and Annually)
  - Maintain daily accounts (Cash & Bank)
  - Dealing with bank reconciliation
  - Posting of accounting transaction in Accounting Software

### SR. Finance Manager

To make effective contribution towards the growth of a dynamic organization through value addition and result oriented performance utilizing the expertise & skills acquired in the process of development of my professional character

## PROFILE

Name	Raja Murtaza Tariq
Date of Birth	29-Sep-1992
Relationship	Single
Nationality	Pakistani
Languages	English / Urdu

## CONTACT

Phone	+971 50 664 6212
Email	Raja_murtaza29@yahoo.com
Address	Abu Dhabi U.A.E

## EDUCATION

- 2013 - 2017 ● **National collage of business administration & economic**  
**MSc (Accounting And Finance)**
- 2011 - 2013 ● **Punjab University Lahore**  
**Bachelor of Science In Commerce**
- 2009 - 2011 ● **Lahore Garison College**  
**Fsc - Pre Engineering**
- 2007 - 2009 ● **PAF School**  
**Matriculation**

## PROFESSIONAL SKILLS

24seven office norway	<div style="width: 80%;"></div>
Tally ERP 6.0	<div style="width: 75%;"></div>
Accounting Software	<div style="width: 70%;"></div>
MS Office	<div style="width: 60%;"></div>
Peachtree	<div style="width: 85%;"></div>

## HOBBIES AND INTERESTS



BOOKS



GOOD MUSIC



GAMES



TRAVELS