

# Muhammad Naeem



**Contact:** +971527320076

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**Visa status :** Own visa with emirate Id

**Address:** Al Rashdia 1 near city tower front for B3 -D block Ajman

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## CAREER OBJECTIVE:

Seeking a challenging career opportunity whereby my educational background, analytical and technical skills, providing new knowledge that can help in expanding my experience in the fields of Accounts, Finance and Management.

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### Certificates

- D.I.T (diploma in information technology )
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### EDUCATION

- Bahudin Zikriya Univercity Multan
  - Graduation (wait for result )
- B.I.S.E. Multan
  - Intermediate (FS.c)
- B.I.S.E. Multan
  - Matriculation in Sciences.

### Training's:

- Management Skills Training.
- Teacher training.
- Saes & Marketing.

### Professional Experience

#### Financial Accountant

GI-eight Information technology UAE,Ajman  
September 2023 - Til Now

#### Responsibilities:

- Established and maintained an effective system for analyzing and reporting on operating and capital expenditure over 6 Factories.
- I prepared revenue budgets, forecasts and plans for customers.
- I produced the Monthly bank reconciliations of the all bank accounts posting all transactions to the ledgers.
- I was in charge the company petty cash during my time Accounts Global

- I dealt with the weekly payments for suppliers.
- Fortnightly staff Expenses
- Fortnightly payment of invoices for groups overseas clients.

## **Accountant and Teacher**

Al Abbas School .  
2006 -2009  
*As a Mathematics & Physics Teacher*

*The Knowledge School*  
2009- 2011  
*As a Mathematics & Account*

*Ali Ghar Science Collage*  
2011-2017  
*As a Mathematics & Physics Teacher*

### **Responsibilities:**

- Planning and presenting lessons to facilitate students' understanding and application of mathematical concepts
- Preparing and distributing learning material such as notes, assignments, and quizzes.
- Documenting and reporting on students' progress.
- Attending meetings with parents and staff.
- Sourcing the resources and supplies needed for lessons.
- preparing accounts and tax returns.
- Auditing financial information.
- Compiling and presenting reports, budgets, business plans, commentaries and financial statements.
- Analysis business plans.
- providing tax planning services based on current legislation.
- financial forecasting and risk analysis.

## **Sales & Marketing Manager**

Oppo Mobile technology Pakistan  
Sep2018 > july 2023

### **Responsibilities:**

- I was in charge of the reconciliations for all communication products.
- I have excellent communication skills from customer.
- Good Interpersonal Skills and ability to acquire knowledge within a short Period.

### **Tools:**

- Outlook
- Word
- Excel
- PowerPoint
- Access
- Open Office
- Windows XP, 11
- Internet Explorer
- Thunder Bird

## **Accountant**

G18 information technology Ajman  
2023 -till

### **PERSONAL INFORMATION:**

Name	Muhammad Naeem
Father name	Muhammad Ramzan
Marital status	Married
Date of birth	13/06/1991
N.I.C #	36202-0978670-5
Religion	ISLAM

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### **PERSONAL ABILITIES:**

- English, Punjabi and Hindi.
- Ability to work under tough routine as a responsible person.
- Ability to deal individuals and to under taking team work.
- Positive attitude and quick learner
- Good Communication Skills & Good Presentation skills.

### **REFERENCES:**

References will be available on request.