

Muhammad Naeem



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Visa status : Own visa with emirate Id

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

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.

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

Accauntent

G18 ingormation 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
Relegion	ISLAM

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.