

MUHAMMAD SHABIR GUL

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To summarize my strength and suitability for a job that requires the qualities of honesty, punctuality, hard work and dedication.

Having a working experience with one of Al-futtaim dealer, I am now looking to build on my extensive range of effective skills within a suitable challenging role. I am keen to achieve further professional development

AREAS OF EXPERTISE

- Technical Support
- Accounting
- Team Building - Leadership
- Networking
- Inventory management
- Problem Solving
- Various Applications
- Finance
- Good knowledge of VAT
- Data Entry Expert

PROFESSIONAL DEVELOPMENT

MBA Finance	Federal Urdu university of Science, Arts & Technology Karachi Pakistan	2010-2011
B.Com - Bachelors of Commerce	Qurtaba University of Science & Technology. (Pakistan)	2007 - 2009

PROFESSIONAL EXPERIENCE

"Ghani Enterprise and Oil Transport Contractor"

ASSISTANT ACCOUNTANT

August 2016-march 2021

Company address:

Sherin Jinnah colony Karachi, Pakistan

Responsibilities

- Maintaining and keeping company's accounts.
- Making periodic statement.
- Making invoices.
- Maintaining of Petty cash.
- Conduct routine auditing on records from initial data entry to the periodic reconciliation.
- Additional duties including provide supports to Accountant and financial analyst.

Mohammad Hashems Land Transport llc and Ittihad Diesel(Distllc)

Company address :- Al GhailRas Al Khaimah

BOOK KEEPER NOV 2015-APRIL 2016

Responsibilities

- Maintaining the petty cash.
- Responsible for maintaining the cash flow.
- Responsible for the payroll.
- Account receivable.
- Account payable.
- Maintaining the company major and subsidiary accounts.
- Summarise the daily business.
- Responsible to initiate notices to the credit customers.
- Responsible for making quotations, inquiries and deposits and withdrawals.

DilMohd Toyota Spare parts Dealer (An Al-Futtaim Dealer)

Company address /:- Al Musalla Road Deira Dubai

ASSISTANT ACCOUNTANT/DATA ENTRY OPERATOR MARCH 2012-NOV 2015

Responsibilities

- Maintaining the petty cash.
- Responsible for maintaining the cash flow.
- Maintaining the company major and subsidiary accounts.
- Checking data for errors.
- Responsible to initiate notices to the credit customers.
- Responsible for making financial statements.
- Maintaining inventory record.
- Responsible for all kind of Data entry.

Key Computer Skills

- Operating Systems -Windows and Applications.
- Ms Office Suite (Ms Word, Ms Excel. Ms PowerPoint), Google spreadsheets, win soft (Oracle Based accounting software), QuickBooks, sage50 and Peachtree.

Personal Strengths

Management

- Team Leading and Commitment to Collaboration
- Time/Resource Allocation & Management
- Effective at Multitasking
- Flexible to adopt changes in accordance with working conditions.
- Meticulous and methodical in working.

Communications

- Possess effective communication, interpersonal and presentation skills
- Fluency in written and spoken expressions.

Result Oriented Attitude

- Analytical Nature and Can-Do Attitude
- Capacity to work under stress and strain to meet the deadlines and work under pressure

Interests:

- Interests currently include: Reading Newspaper, Books and movies.

Personal Details:

- **Date of Birth:**15th May, 1985
- **Passport No:** AV4791554
- **Languages:** English, Urdu, Pashto, Persian, Arabic
- **Visa Status:** Visit Visa from 14/05/2022 To 14/08 /2022
- **Valid UAE Driving License:** light vehicle 3 manual since 2013