

Curriculum Vitae



Name: Muhammad Bashir
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CAREER OBJECTIVE:

To persue a career in a dynamic organization which provides me excellent working experience to character building, development of managerial and technical skills in highly competitive and professional environment. So I can use my skills and grow professionally.

Resume Summery

Education MBA (master of Business Administration) B.com

Training Tally ERP.9, Quick Book, Peach Tree

Experience 10 years

Organization Fatima Salem Building Maintenance L.L.C Dubai UAE.

Al Talah Al Jameela Technical Services L.L.C Dubai UAE.

Designation General Accountant

Organization Type Painting, Tiles layers, Block work, Gypsum Board and Plaster

Tenure July 2017 to (Continue)

Organization Dealim construction company (Pakistan)

Designation Accountant

Organization Type Construction of Building, Roads, Dams and Bridge

Tenure Oct 2014 to May 2017

Organization premier sugar mills (PVT) Limited Mardan (Pakistan)

Designation Accountant

Organization Type manufacturer of sugar and allied products

Tenure July 2011 to Sep 2014

Organization JS Bank Limited Main Brach Mirpur (Pakistan)

Designation Accountant

Organization Type Banking and Finance Business

Tenure March 2011 to May 2011

Organization Guidance Girls Degree College Kotli (Pakistan)

Designation Lecturer /Accountant

Organization Type Educational Institute

Tenure Oct 2008 – June 2010

Job Descriptions as An Accountant:

- Maintain all the business records to finalization by using Tally ERP.9, Quick book and peach tree software
- Preparing statutory accounts
- Prepare monthly attendance sheet and salary sheet for employees.
- Prepare of journal voucher, General entries and cheques request
- Prepare and submit tax return with consideration of input and output tax.
- Post entries and prepare other accounting related transaction as needed or directed.
- To make record of depreciation and accumulated Depreciation.

- To make opening and closing entries at the beginning and at the end of the year.
- Create reports of Account Receivable, Account payable, sales and purchase accounts.
- Check and report all kind of stock on weekly and monthly basis.(Audit)
- Checking of store record with IR (issuance requisitions) PO(Purchase order) and physical inventory
- Verification of bills and invoices with source documents.
- To reconcile the vendors, Debtors and creditors accounts.
- Responsible to reconcile and report all kind of banks accounts on monthly basis.
- Verification of employees leaves and overtime on daily basis and put on payroll.
- Finalization of payroll after deductions and handed over to treasury dept. for salary distribution at the end of month.
- Prepare trial balance, P&L account and balance sheet for require period of time.
- Responsible to handle computerize book keeping.
- Maintain stock register, cash book and petty cash book.
- Responsible to be able to summarize documents, ideas and facts concisely and accurately and work independently.
- Propose an annual budget based upon organizational goals and the planned targets of production in the guidance of the manager.
- Two year experience as General Accountant in UAE.

Job Descriptions a site Senior Supervisor:

- To assign targets to the site supervisors and foreman according to project completion.
- To check the measurements calculated by the supervisors and foremen.
- To prepare invoices at the end of every month according to the measurements and rates.
- To collect the payment from main and subcontractors.
- To make new agreement with different companies.
- To prepare labours documents while company shift labour to new and old sites.
- Two year experience as Senior Supervisor in UAE.

Job Descriptions a Follow up clerk:

- Stamping residency on passport.
- Apply for new work permit.
- Apply for New and Renew contract/agreement from labour office.
- Apply for cancellation from labour and Immigration office.
- Apply for emirates ID application a new and old residency visa holders.
- Apply for medical application and insurance of different company's labours.
- Printing contract/agreement from MOHRE sites.
- Printing Labor list from MOHRE by company Login Id.
- Checking the status of different application and approval from MOHRE sites.
- Two year experience as Follow up clerk in UAE.

Job Descriptions a VAT Consultant:

- Preparing VAT Returns according to FTA rules.
- Preparing VAT702-Declarations under Tax Suspension.
- VAT301-Import Declaration Form for VAT Payment.
- Apply for Business visitor Refunds from FTA portal.
- Preparing VAT201-VAT Returns.
- Preparing VAT311-VAT Refunds.
- VAT211-VAT Voluntary Disclosure/Tax Assessment.
- Assessing the Tax Actual amount according to accounts.
- Make necessary amendments in Tax Returns in case of wrong filing VAT Returns.
- Pay VAT payable amount online line through bank card.
- Keep record of previous years for FTA investigation.
- Two year experience as VAT Consultant in UAE.

Educational Background:

Master of business administration (MBA 1st Division)

University of AJ&K Muzaffarabad (Pakistan)

Bachelor of commerce (B.Com 1st Division)

University of AJ&K Muzaffarabad (Pakistan)

Intermediate in commerce (I.Com 1st Division)

Board of Intermediate and Secondary Education Mirpur (Pakistan)

Secondary School Certificate (Science 1st Division)

Board of Intermediate and Secondary Education Mirpur (Pakistan)

Computer Skills:

- *Fully command on MS office including (MS Excel, MS Word, MS PowerPoint)*
- *I can prepare format of Performa invoice, sales invoice and purchase invoices using MS Word and MS Excel.*
- *Using internet (Web Searching ,Email)*
- *In page (Urdu)*
- *Windows installation (windows XP, window 10)*
- *Auto Cad*
- *Photo shop*
- *Typing speed 35 WPM*
- *Arabic Typing*

Accounting Software:

- *Peachtree*
- *Tally*
- *Quick book*

PERSONAL DETAIL:

Father name:	Zubair Hussain
Date of Birth:	15-Oct-1983
Religion:	Islam
Marital Status:	Single
Nationality:	Pakistani
Language:	Urdu, English Hindi Punjabi
Passport No:	BV3849172
CNIC No:	81202-5643917-7
Visa Status:	Employment Visa (continue)

