

Dear Sir/Madam,

I am expressing my keen interest to be considered for a career as any suitable job as my qualification and experience. My name is Malik Khawar Mehmood, and I truly believe that I have the relevant experience and passion required for this position.

As much as I have enjoyed my past and current employment, I believe an opportunity lies ahead that would truly utilize my multilingual skills and diverse cultural knowledge.

I can assure you that I am an ethical, positive and pleasant team member, yet able to handle multitasking and high pressure. I am confident, who is approachable and willing to learn and adapt to new environment. I have a keen sense of professionalism, and most importantly of all, I love to work with people.

I hope that I will be afforded the chance to talk to you, explain how I can contribute my skills and make use my experience in your company.

Thank you for your consideration in this matter.

Regards

Malik Khawar Mehmood

Mr.Malik Khawar Mehmood

Accounts Assistant



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PROFILE SUMMARY

Gulf experienced professional with over 1 & half years of extensive work exposure within the domains of in finance and accounting. Know-how in various financial accounting fields including but not limited to general accounting, AR/AP, maintenance of book of accounts, reconciliation, various accounting records ,client relations and Purchasing. Possess ability to deliver stipulated tasks within the set time frame in a multicultural dyanmic business environment. Strategic thinker with excellent communication, problem solving, decision making, coordination, interpersonal and time management skills. Seeks a more challenging supervisory work profile to utilize knowledge and expertise towards developing an excellent career.

STRENGTHS

- Gulf experienced accounts professional
- Competencies in various accounting functions
- Cash and Accounts management
- Bank Reconciliation
- Time Management
- Accurate, detail-oriented, quick learner & reliable
- Team Player-Adaptable- Service Driven-Fast & Flexible

QUALIFICATIONS

Master in Business Administration (MBA) , SZABISIT Islamabad , Pakistan
Bachelor in Business Administration (BBA HONS), University Of Wah, Pakistan

In Process
2011

ACHIEVEMENTS

- Performed assigned workload with indefinable enthusiasm, commitment, honesty and dedication and drove towards contributing to continued business growth.
- Recognized by colleagues and superiors for delivering a sound and balanced accounting/financial judgment.
- Noted as a quick learner who can easily adapt to company processes and procedures.
- Established and maintained excellent relations with colleagues, suppliers and management.

CAREER SNAPSHOT

Accounts Assistant, Golden Tree Group of Companies, Dubai, UAE

Mar 2016 – Present

Accounts Executive, Jubilee Life Insurance , Pakistan

Feb 2014 – Nov 2015

Assistant Executive, Jubilee life Insurance , Pakistan

Jan 2012 – Jan 2014

PROFESSIONAL EXPERIENCE

- Having over **5 years of Experience** in the field of **Accounts, Coordination** and **Purchasing** in which **1 ½** years of experience in **UAE**.
- Strong in ERP software (**Focus and ORACLE**) and in **Accounting Packages**

Accounts Management

- Handle complete books of accounts independently up to finalization with zero error tolerance including books of transaction, cash, stock, production, AP/AR, credit reconciliations, credit control, invoicing, general ledger, accruals and other related jobs.
- Monitor all general ledgers accounts together with costing efforts and its supporting transaction documents.
- Manage reconciliations and collections of due account receivable on regular basis including follow ups.

Mr. Malik Khawar Mehmood

CAPABILITIES

- Expertise in **FOCUS (ERP SYSTEM)** for the all the modules such as **Accounts Payable, Accounts Receivable, Cash Management, General Ledger and Inventory Modules**
- Expertise in preparing of weekly Bank, Cash positions and Daily Cash statement
- Experienced in controlling Debtors & Creditors and preparation of debtors & Creditors Outstanding list and reporting to Management
- Well versed in preparation of department wise Monthly Collection Report.
- Expertise in reconciliation of receivable & payables with their respective statements
- Handling Self-Correspondence with all Business Clients, Suppliers and Banks
- Knowledge of **Microsoft Excel , Word , Power Point**
- Strong in adopt new analytical approaches, tools & environment.
- Expertise in Payroll

PROVEN JOB ROLE

Accounts Assistant

- Responsible in maintaining daily files, passing of voucher entries, tracking of payables and receivables.
- Managed petty cash, bank reconciliations, controlled cash transactions for office use, prepared monthly report in excel and performed various accounts related duties including coordinated with clients and banks.
- Upheld correct employee file and company records as well as kept confidentiality of the same.

Accounts Executive

- Handled preparation of clients' balances periodic report with aging analysis.
- Supervised follow up of debits and creditors including accounts reconciliation.
- Prepared Profit & Loss accounts, balance sheets including bank reconciliation statements, filling of returns and salaries as well as maintained books of accounts like debits/ creditors, day book, ledger plus journal.
- Performed bankbook data entry work, verified student's payment due date and staffs advance accounts.
- Obtained and checked suppliers' invoices against contractual terms as well as documented approved invoices in the accounting system.

Assistant Executive

- Maintain petty cash and cash handling (Initial underwriting).
- Cash & Cheque deposits in related bank.
- Payment posting (Oracle)
- Maintain manual records of all businesses and track according to insurer provider.
- Preparation of Invoices.
- Maintain Daily/ Weekly & Monthly business report and filed.
- Issue Weekly/ Monthly business report to the higher management

IT SKILLS

- Oracle and FOCUS (ERP SYSTEM)
- Adept in Windows, MS Office (Word,Excel,Power Point), Internet and E-mail Applications

PERSONAL DETAILS

Nationality : Pakistani
Date of Birth : 31st Mar 1987
Marital Status : Single
Visa Status : Employment Visa
Languages : English, Urdu , Punjabi