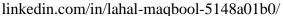
### Lahal Maqbool

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#### PROFESSIONAL SUMMARY

Finance professional with over a year of experience in privately held enterprises. Experienced with preparing and maintaining financial records, human resource management and administration. Knowledge of various financial concepts such as risk tolerance, corporate finance and analysis.

#### PROFESSIONAL EXPERIENCE

# HORIZON GULF ELECTROMECHANICAL LLC (FAB GROUP) Dubai, UAE Intern September 2019 – March 2020

- Process Journal Entries and perform accounting corrections to ensure accurate records
- Help with accounts receivable management
- Maintained purchase and sales registers.
- Gather payroll data like leaves, working hours.
- Prepare HR-related reports as needed

# HORIZON GULF ELECTROMECHANICAL LLC (FAB GROUP) Dubai, UAE Intern December 2017 – August 2018

- Prepared and maintained accounting information using ERP software.
- Preparations of Purchase Orders
- Update internal databases with new employee information, including contact details and employment forms

# FARHAN KHALIQ FOODSTUFF TRADING LLC Assistant Accountant

Dubai, UAE April 2017 – August 2017

- Maintained day-to-day sales reports.
  - Prepared financial statements monthly and communicated with the head of the department.
  - Handled petty cash.

#### **VOLUNTEERING**

#### **DUBAI INTERNATIONAL AIRPORT**

**Ground Staff Support** 

#### SHEIKH RASHID PORT

**Ground Staff Support** 

#### **ETHIHAD EVENTS**

Supervisor

#### **EDUCATION**

#### UNIVERSITY OF THE WEST OF SCOTLAND

2017 - 2020

Bachelor of Arts, International Business and Finance

- Graduated with Honors
- Capstone Project: Impact of COVID-19 on Foodstuff Trading in UAE
- Completed 9 papers of ACCA

## NEW INDIAN MODEL SCHOOL DUBAI

2015 - 2017

High School Diploma, Commerce Graduated with 80 percent grade

#### **CERTIFICATIONS**

Tally ERP

• MS Office 2013

EResource

Oracle ERP

Hysis

#### **CORE COMPETENCIES**

• Financial Analysis

• Financial Reporting

• Financial Modeling

• Purchase Order

Budgeting

Depreciation

Month-end close

Communication

• Business Planning

Strategic Planning

Managerial Accounting

• Time Management

## LANGUAGES AND INTERESTS

Languages: Fluent Arabic, English, Hindi, Malayalam, Tamil and Telugu.

**Interests:** Gaming, Football and Movies.