



Muhammad Owais Haider Ali Bhatti

Objective:

Searching for an opportunity where I can spruce up my skills and employ them productively. To accept a challenging position to put together my abilities and knowledge and prove self in the professional carrier.

Key Skills:

Effective Communicator | Delegating Talents | Ability to Listen | Organized | Desire and Ability to Solve Problems | Self-Starter and Finisher

Working Experiences:

1. ACCOUNTANT:

From Jan-2019 (Continue)

Flamingo World Travel & Tourism Agency Ajman:

Duties and Responsibilities:

- ✓ Reconcile and maintain balance sheet accounts
- ✓ General ledger operations
- ✓ Prepare journal entries
- ✓ Monthly closings and preparation of monthly financial statements
- ✓ Preparation of monthly financial reports
- ✓ Accounts receivable and accounts payable
- ✓ Payroll administration
- ✓ Account/bank reconciliations
- ✓ Preparation and coordination of the audit process
- ✓ Implementing and maintaining internal financial controls and procedures
- ✓ Maintain petty cash

2. ACCOUNTANT:

From Aug-2015 till Sep-2018

Fly Ajman (Member of R Holding Group Ajman UAE):

Duties and Responsibilities:

- ✓ Reconcile and maintain balance sheet accounts

- ✓ General ledger operations
- ✓ Prepare journal entries
- ✓ Monthly closings and preparation of monthly financial statements
- ✓ Preparation of monthly financial reports
- ✓ Accounts receivable and accounts payable
- ✓ Payroll administration
- ✓ Account/bank reconciliations
- ✓ Preparation and coordination of the audit process
- ✓ Implementing and maintaining internal financial controls and procedures
- ✓ Maintain petty cash

3. Assistant Accountant:

From June-2014 till July-2015
Emirates Shipping Line Pvt. Ltd (Pakistan):

Duties and Responsibilities:

- ✓ Working with spreadsheets sales and purchase ledgers and journals
- ✓ Calculating and checking to make sure payments, amounts and records are correct.
- ✓ Sorting out incoming and outgoing daily post and answering any queries
- ✓ Managing petty cash transactions
- ✓ Controlling credit and chasing debt.
- ✓ Reconciling finance accounts and direct debits

Summary of Qualifications:

- ✓ Profound knowledge of Accounting.
- ✓ Sound knowledge of **Peachtree, Tally9, Quick Book, & Advance Excel.**
- ✓ Proven ability to work to deadlines
- ✓ Excellent communication skills
- ✓ Ability to work under stressful situations and tight time constrain

Academic Qualification:

- UNIVERSITY OF KARACHI (PAKSITAN)
Major in Commerce (B.com),

Technology & Language Proficiencies:

Computers: Diploma In Computerize Accounting Software (Peachtree, Tally9, Quick Book, & Advance Excel) from Skill Development Council Karachi Pakistan

Foreign Language: Fluent in English

Personal:

Name	Muhammad Owais Haider Ali Bhatti
Father Name	Haider Ali Bhatti
Date of Birth	15 th Jan, 1990
Religion	Islam
Passport #	CR3178981
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