

Muzammal Sohail

Finance / Accounts / Audit Professional

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CAREER OBJECTIVE:

I am seeking a position as **Senior Finance, Accounts Executive or Auditor** and looking for a challenging and dynamic environment that provides opportunities for career development.

PROFESSIONAL EXPERIENCE

King Foam Factory LLC –UAE

Accounts Executive

Feb 2021 to March 2022

Duties

- Meeting with customers and resolving their issues
- Preparation of monthly accounts
- Reconciling bank accounts
- Checking all type of entries
- Making cheques records
- Updating customer records
- Checking all types of entries
- Making adjusting entries

TownX Real Estate Management & Development -UAE

Accounts Executive

Jan 2019 to Jan 2021

Duties

- Dealing with customers
- Dealing with vendors
- Bank Reconciliation
- Vat filling
- Dealing with external Auditor
- In Development Company checking certificate of Completion of work and Making payment in accordance with certificates.
- In Management company Depositing cheques in Landlord account and making settlements of tenant and charging fee to tenant and landlord

Homeland Real Estate- Pakistan

Manager Accounts

Jan 2016 to Dec 2018

Duties

- Ensuring all payments are made on time
- Reconciling Bank Accounts
- Preparation of Monthly Accounts
- Updating Customer records
- Checking of all types of entries
- Making adjusting entries
- Making reconciliation of Investors Accounts

Alco Shipping Company LLC-UAE

Manager Accounts

June 2012 to Oct 2015

Duties

- Meeting with customers and resolving their issues
- Reconciling Bank Accounts
- Preparation of Monthly Accounts
- Making cheques records
- Updating Customer records
- Checking all types of entries
- Making adjusting entries

Pure Foods Company (Pvt) Ltd, Pakistan

Manager Accounts

May 2009 to March 2012

Duties

- Ensuring all payments are made on time
- Reconciling Bank Accounts
- Preparation of Monthly Accounts
- Visiting Customers and Vendors
- Updating Customer records
- Checking of all types of entries
- Making adjusting entries
- Resolving rate with customers

Rupali Group of Companies, Pakistan

Assistant Manager Audit

Feb 2006 to April 2009

Duties

- Audit of all types of vouchers
- Visiting plant on monthly basis
- Carrying out payroll audit
- Perform stock taking
- Carrying out sales tax audit (Pre Audit)
- Carrying out hired vehicles bill audit (Pre Audit)
- Carrying out leave encashment audit (Pre Audit)
- Carrying out Bonus Audit (Pre Audit)
- Carrying out WPPS fund audit (Pre Audit)
- Making report of audit findings and discussing it in audit meeting

Inam ul Haq & Company (Chartered Accountant)

Article ship

Sep 2001 to Aug 2005

Duties

- Providing consultancy to client
- Carrying out data compilation work
- Carrying out external audit
- Filling sales tax return of clients
- Filling income tax return of clients

PROFESSIONAL QUALIFICATION

- C.A Final From ICAP,
- C.A Inter From ICAP,
- Bachelor of Commerce (B.Com) From Hailey College Of Commerce,Pakistan.

COMPUTER SKILLS

- Customized Accounting packages (including Tally System, Peachtree, Quick Book, eBoss, Zoho).
- MS-Office Applications.