



Muhammad Kamil

Nationality: Pakistani

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Gender: Male

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Address: Alhail tower ghurfa road Fujairah UAE, Fujairah (United Arab Emirates)

WORK EXPERIENCE

Finance Specialist

Light House Technology LLC [03/03/2021 – 20/04/2022]

City: Fujairah

Country: United Arab Emirates

Reduce costs and discover ways to bring in more money.
Ensure legal requirements are met in regards to financial details.
Develop plans for an organization's long-term goals.
Collaborating with management to gather and analyze financial information.
Petty Cash book.
Profit and Loss Account.
Recommending solutions to reduce expenses, increase revenue, and maximize efficiency

Accountant

Bahria Foundation college Ghourghushti Attock [13/03/2018 – 04/09/2019]

City: Attock

Country: Pakistan

Preparing monthly and annual accounts
Corporate document maintenance
Processing employee expenses
Data gathering
Receiving and storing invoices
Using digital systems to keep records and create payments
Preparing and posting journals
Logging daily entries in accordance with accounting policy
Petty Cashbook

Account Manager Operations

MTBC Medical Transcription and Billing Company PVT LTD [01/12/2016 – 12/03/2018]

City: islamabad

Country: Pakistan

Assume the responsibility of receiving and sorting incoming payments with attention to credibility

Manage the status of accounts and balances and identify inconsistencies

Issue and post bills, receipts and invoices

Check the validity of debit accounts

Update accounts receivable database with new accounts or missed payments

Ensure all clients remain informed on their outstanding debts and deadlines

Provide solutions to any relative problems of clients

Write thorough reports on billing activity with clear and reliable data

EDUCATION AND TRAINING

PHD FINANCE

KUNMING UNIVERSITY OF SCIENCE AND TECHNOLOGY CHINA [10/09/2019 – Current]

Address: KUNMING (China)

MBA FINANCE

UNIVERSITY OF SWABI [01/09/2012 – 01/07/2016]

Address: SWABI (Pakistan)

B.COM

GOVERNMENT COLLEGE OF MANAGEMENT SCIENCES SWABI [01/09/2010 – 01/07/2012]

Address: SWABI (Pakistan)

D.COM

GOVERNMENT COLLEGE OF MANAGEMENT SCIENCES SWABI [01/09/2008 – 01/08/2010]

Address: SWABI (Pakistan)

SSC

WAPDA BOYS HIGH SCHOOL TARBELA [01/04/2006 – 01/06/2008]

Address: SWABI (Pakistan)

LANGUAGE SKILLS

Mother tongue(s): **Pushto**

Other language(s): **English** | **Chinese** | **Urdu**

DIGITAL SKILLS

Microsoft Office, Microsoft Word, Microsoft Excel, Outlook, Facebook, Google /
CITRIX,TRIZETTO,NEXTGEN,OFFICEALY,EHR / medical billing softwares / ISMS