



# Curriculum Vitae

**NAME:** Muhammad SAJJAD KHAN **DATE OF BIRTH:** 28-Nov-1990  
**NATIONALITY:** Pakistani **CURRENT ADDRESS:** Abu Dhabi, UAE  
**VISA STATUS:** Employment **AVAILABILITY/ JOINING:** Immediate  
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**UAE-Driving Lic.:** Under-Process **Marital Status:** Single

## Overall Summary (Practical Experience):

- I describe myself as a Professional Accountant. 5 years Plus Experience in Accounts/Finance/VAT and also in Inventory/Store Management (Including 3 years + UAE Experience)





## Expertise:

- VAT (UAE):** Good experience of UAE VAT return to FTA, I handled Full VAT Matters, managed Accounts Input & Outputs etc.
- Account Receivable:** Handling World-Wide Collections over 150+ franchises (Reminders/Settlement/Credit policies, Dealing / Followup)
- Account Payable:** Invoice check / Credit Terms /Aging / Preparing & Issuing Cheques, Payment Plan & Management, Parties Dealing
- Budget/Cash-flow:** Monthly/weekly Budget & Cash-Flow accordingly to be in Limit & avoid Cash shortfall or bounce cheque issues etc.
- Costing:** Material purchase, spend & it's return analysis, Best Quality/ price dealing, Labor, FOH & Control operating Expense
- Financial Report:** Preparing Monthly/Quarterly Profit & Loss/Balance Sheet & Also Cash-Flow, Reconciliation etc.
- Others in A/C & Finance:** Daily entries Journals / Posting General Ledger/ Trial & Monthly Closings for Prepaid or Accruals etc.
- Store/Inventory/Warehouse:** LPO / GRN/ Purchase / Material Issue & Return / Stock Taking / Minimum Bal. Mgmt. / Stock in/Out
- Software Knowledge:** Very Good in Quick-book / Focus ERP / Al Ameen / MS Excel / Word / PowerPoint / Outlook / Tally

## OBJECTIVE:

To earn a respectable and dynamic position in organization that provides learning opportunities, experience and application of knowledge to utilize my skills in an optimum manner in order to increase company's profitability and reputation.

## EXPERIENCE:

- ❖ **Senior Accountant** ⇒ Topaz Specialized Electro-Mechanical LLC (Contracting/Construction Projects) (Abu Dhabi, UAE)   
(It's a contracting company, Having Mech./Elect & Civil work projects all over UAE ) ⇒ **Period: Jul-20 to Continue**  
Here I am handling complete Accounts/Finance & VAT etc. Prepare Project wise budget, allocate cost as material, labor/subcontractor & FOH etc. Project Wise control sheet, comparison with budgeted & actual. Scheduling cash-flow, preparing payments, receipts. Follow full Cycle Quotation, LPO & invoices etc. Monthly Profit & Loss, Balance Sheet, Closings, prepaid/Accrual etc. and Quarterly VAT return to FTA I'm doing. Means managing full of Accounts/Finance/VAT
- ❖ **Accountant General** ⇒ Nasser Group Investment (Multi-National, Multi Brands, Food Industry) (Dubai, UAE)   
(Working in Main Head Office, it's multinational firm, 150 + branches all over the world) ⇒ **Period: Jul-18 to Jun-20 (2years)**  
Here I was mainly handling **Collections/Accounts Receivables** / Parties Dealing, Cash flow, Credit policy and Follow up etc. of more than 150 + Branches, all over the world, UAE, Oman, KSA, India, Pak, Bahrain, Egypt, UK and Estonia etc.
- ❖ **Accounts Manager (Accounts + Inventory Management)** ⇒ Tuwar Group (Kitchen / Restaurant) (1 Year Exp.) (Dubai, UAE)   
(Was Handling full Business all over UAE (8 Branches) their Account/Store) ⇒ **Period: May-17 to Jun-18**  
All 8 UAE Branches Stock In /Out, Cash In / Out, Deposit, Material Usage, Cooked, Wastage, Parties Dealing, Payments Planning, Cash flow Management, Branch Wise Income, Expense, Costing & employees Hiring etc.
- ❖ **Assistant Manager** ⇒ Pearl Solutions Pvt. Ltd. (Account Management + ERP Project Implementation) (2.5 Year Exp.)(Pak)   
Here I was handling multiple companies account +also helping in ERP Implantation too. Managed Projects of Pakistan most major private and government Firms. Their Accounts, Inventory/Store and Payroll etc ⇒ **Period: Sept-14 to 15-Apr-17**

## QUALIFICATION:

- ❖ **Master in Commerce (M.COM, Specialization in Accounts in Finance)** From Islamia University (Pakistan)  
Obtained (Grade B) 2<sup>nd</sup> Division in 2015

## COURSE (Diploma's):

- ❖ **MS Office Course(Word, Excel, Outlook, PowerPoint)** at Alma-mater Computer Academy B.W.N  
With marks 182/200 (Grade A) 1<sup>st</sup> Position TYPING SPEED (WPM) 45+



## SKILLS:

- ❖ **Language/ Typing** ⇒ ✓ Fluent English ✓ Urdu ✓ Hindi ✓ Punjabi ✓ English ✓ Typing Speed 40+ WPM

## HONORS/ AWARDS:

- ❖ **"Best Student of the Year"** Milli College of Commerce 2012 (Passed B. Com (Whole) in short time span of just 35days

## ACHIEVEMENTS:

- ❖ **Professional Career's Achievement:**   
 ► Achieved Most Highest Cash Collection, during the period, over **"Nasser Group"** (Current Company)  
 ► Saved 4-5 times more than my salary for Best Costing/ Efficient Planning , over **"Tuwar Group"** 

## References:

- ❖ Will be Given on Demand