

MUHAMMAD JEHANZAIB JEHANGEER

Business Graduate Banker & Accountant

✉ Zaib.jahangeer@gmail.com

☎ 0553193081

📍 Dubai, U.A.E



PROFESSIONAL PROFILE

I am a professional passionate accountant. Experienced in Bookkeeping and reporting for business clients. Capable Expertise in many Businesses.

ACCOMPLISHMENTS:

Awarded "Student of the Year" in 2018 by the BZU University
Served 4 Years IBF as a Good Secretary Executive Society.
Won Entrepreneurial Business Certificates.

GET IN CONTACT:

Mobile: 055-3193081
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LinkedIn: Muhammad Jehanzaib Jehangeer.
Address: Al Barsha, Dubai, UAE.

COMPETENCIES

Expert Tally, QuickBooks & MS Office.
Strong analytical & Presentation skills.
Finance concepts & Solvency.
Communication skills with client.
Reporting & information system skill.
Oracle & Financial Accounting.
VAT & Business Transactions.
Handling & Quality Improvement.
Problems solving & bookkeeping abilities.
Planning, Balance sheet, Accruals.
Accountant Payable, Receivables.
Reconciliation & Budget Analysis.
Treasury Management.
Investment Management.
Accounting Practices & Procedures.
Banking & Investment Relationships.
Expert in Sage Software Series.

CAREER HISTORY

- ❖ **Worked 5 years as an Accountant.**
- ❖ **History of Work**
- ❖ **Worked as an Accountant in Pepsi Shamim & Co Pvt Ltd Pakistan.**
(09 Aug 2019 to 31 Aug 2020)
 - **Responsibilities as an Accountant**
 - Account Maintain on Excel & Theia.
 - Petty Cash Management System.
 - Monthly Ledger Maintain in Excel.
 - Inventory Control, In & Out.
- ❖ **Joined Al Baraka Bank, Pakistan.**
(30 Aug 2019 to 03 Sep 2019)
 - **Responsibilities**
 - Worked on Auto Banker Software.
 - Remittance Officer.
 - Pay order Maker.
 - Collection of Utility Bills.
- ❖ **Worked as an Accountant**
 - **Government Office of Deputy Director Agriculture, Pakistan.**
(01 July 2017 to 31 Aug 2019)
 - Worked on Excel Sheets, Power. Point, word & Oracle.
 - **Area of Business**
 - Prepare Accounts Departments.
 - Preparation of Salaries.
 - Annual Sales & Purchase.
 - Purchase & Sale of Pesticide Products.
 - Prepares TA/DA.
- ❖ **Workshop as an Accountant in MASH Hospital, Multan, Pakistan**
(Mar2019 to Apr 2019)
 - **Area of Business:**
- ❖ Use of Excel, Oracle, PowerPoint.
Handling Accounts Department.
Responsibilities
 - Review company financial records, reports, and other information to check for accuracy and ensure details align with company goals and procedures.
 - Company's current financial standing with management.
 - Designed and used a computer record-keeping.
 - Prepares budgets, T/A D/A & Salaries.
 - Cashier Responsibilities.

❖ **Internship Mahmood Group**

(May 2018 to July 2018)

❖ **Area Of Business**

- ❖ Accounts on Oracle, Excel.

Key Responsibilities:

- Prepares Inventory incoming and Outgoing Lists.
- Handling Finance Department with Cash Transactions.
- Manage Quality of Fabric in the Sheds and reporting to the Head office.

❖ **Internship in Al Baraka Bank**

(May 2017 to July 2017)

• **Areas of Business**

- Audit department.
- Finance Department.
- Customer Relationship.
- Cash Department.

Key Responsibilities:

- Cash Handling in Cash Counter of the branch.
- Clearing of Checks.
- Opening Accounts of the Customers.
- PIPS Check-in Lists.
- KYC Know Your Customer, Home Address, Letter of thanks.
- Inward and Outward Collection.
- TT to Extra Cash to state. Bank/National Bank of Pakistan. Opening Cash, Closing Cash.

❖ **Worked as Accountant in**

Unilever (Mohsin Traders) Pakistan

(1June2015 to 30June2017)

Area of Business

Worked Excel & DMS.

Responsibilities

- Make Salaries of the Employee.
- Calculate the Tax Annually.
- Management of Stock & Inventory.
- Computer record keeping.
- Finalize the Collections, Sales.

RESPONSIBILITIES:

- Prepares asset, liability, and capital account entries by compiling files.

- Maintains financial securities.
- Cash Management.
- VAT calculation.
- Prepares payment.
- Solve Financial Statements.

EDUCATIONAL HISTORY

- ❖ **MBA-Banking and Finance** – Bahauddin Zakariya University (PAKISTAN).

- ❖ General Secretary of Executive society.

- ❖ **Bachelor** – Bahauddin Zakariya University (PAKISTAN).

CR of the Class and Shining Student.

- ❖ **Intermediate** – Board Lahore (PAKISTAN) Good Speaker and Best Communicator.

- ❖ Secondary School Board of **Intermediate & Secondary Education** Multan (PAKISTAN).

- ❖ Served As Best Class CR.

SPECIAL CERTIFICATES:

- Two Months accounting software in **Peachtree**.
- One year Diploma in **Information Technology** from Govt. Degree College Kabirwala.
- Three Month Diploma - **MS Office** (MS Word, MS Excel, MS PowerPoint).
- Three Months **Diploma in English Spoken** from British International Multan.

PERSONAL PROFILE:

- Father's Name: Muhammad Jehangeer.
- Nationality : Pakistani.
- Passport : Pakistan.
- Date of Birth : 01/01/1994.
- Gender : Male.
- Religion : Islam.
- License : M/Car, Jeep, M/Cycle.
- Marital Status : Single.
- Languages : Eng., Urdu, Arabic, and Hindi.
- Mother Language: Urdu.

DECLARATION:

- All above information is True and in my knowledge.

❖ **Muhammad Jehanzaib Jehangeer.**