

Muhammad Noman

Accountant, Finance, HR

muhammadnoman9592@gmail.com

0561938248

Dubai, United Arab Emirates

Skilled multitasker with superior work ethic and good teamwork, problem-solving and organizational skills. Willing to take on any task to help team. Reliable and dedicated team player with hardworking and resourceful approach. Resourceful team player with experience with common software applications and social media platforms. Well-versed in business organization and strategies for successfully modernizing workplaces.

EDUCATION

ACCA

Currently pursuing ACCA

01/2022 - Present

Courses

- Accountant in Business
- Management Accounting
- Financial Accounting

Bachelor of Business Administration

University of Sarghoda

10/2017 - 10/2021

Courses

- Accounting & Finance

Fine Arts

Superior College

03/2015 - 08/2017

Gujrat, Pakistan

WORK EXPERIENCE

Team & Marketing Manager

Jubilee Life Insurance

02/2021 - 12/2021

Gujrat, Pakistan

Achievements/Tasks

- Contributed to team success by completing jobs quickly and accurately.
- Pursued learning opportunities to advance knowledge and take on leadership position.
- Participated in cross-functional team-building activities.
- Maintained productive, efficient approach to all tasks.

Accounting Intern

United Bank Limited

11/2020 - 02/2021

Gujrat, Pakistan

Achievements/Tasks

- Applied proper codes to invoices, files and receipts to keep records organized and easily searchable.
- Analyzed account information and reconciled financial discrepancies to maintain records integrity and compliance.
- Entered financial transaction into general ledgers.

SKILLS

Teambuilding

Time Management

Dependable and Responsible

Written Communication

Good Telephone Etiquette

Teamwork and Collaboration

PERSONAL PROJECTS

Marketing Plan for iPhone (06/2020 - 08/2020)

- Mobile market for Study.
- Potential Consumers.
- Strength and weakness of the product.
- Opportunities and threats in the market.

LANGUAGES

English

Professional Working Proficiency

Urdu

Native or Bilingual Proficiency

Hindi

Native or Bilingual Proficiency

SOFT SKILLS

Microsoft Office

Tally erp 9

Sage Peachtree Accounting Software

FreshBooks

XERO