

## **CURRICULUM VITAE**

Name Muhammad Islam  
Contact 0558801270  
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Relevant Experience 4 years



### **OBJECTIVE**

- To work in an innovative and challenging environment where I can show my skills and carve a niche for myself in the organization. I have a willingness to work as a key player in the challenging and creative environment.

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### **CARRER SNAPSHOT**

Competent professional with over 4 years' experience in the area of Accounting & Administration & Store Manager of Food items. Recently I was Account Assistant in Shelton Rezidor Hotel. Managing vendors and customers database, make payroll, maintain vendors monthly reports settlement. Actively involved in preparing bookkeeping entries. Excellent communication, interpersonal, analytical and problems solving skills, detail-oriented, organized self-motivated and proven abilities in Accounts.

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### **PROFESSIONAL EXPERIENCE**

#### **SHELTON'S REZIDOR HOTEL**

**24-Feb-16 to 20-Jan-19**

##### ***Assistant Accountant***

- Dealing with invoices, bank transactions, checking stock on daily basis.
- Maintaining cash and preparing summary reports and handling daily expenses.
- Recording all daily bank transactions & preparing daily sheet report.
- Provide daily report to Finance Manager.
- Knowledge of manually bookkeeping entries
- Maintain monthly or daily reports of Vendors.
- Help the Finance manager or Accountant to prepared the P&L report.

#### **SHELTON'S REZIDOR HOTEL**

**01-Feb-2015 to 22-FEB-2016**

##### ***Inventory In charge & Store Manager***

- Devise ways to optimize inventory control procedures
- Inspect the levels of business supplies and raw material to identify shortages

- Ensure product stock is adequate for all distribution channels and can cover direct demand from customers
- Record daily deliveries and shipments to reconcile inventory
- Use software to monitor demand and document characteristics of inventory
- Place orders to replenish stock avoiding insufficiencies or excessive surplus
- Analyze data to anticipate future needs
- Evaluate suppliers to achieve cost-effective deals and maintain trust relationships
- Collaborate with warehouse employees and other staff to ensure business goals.
- Report to upper management on stock levels, issues etc

### **EXTRA SKILLS**

- MS Office and Internet Browsing.
- Typing
- Advanced bookkeeping skills
- Account reconciliation
- Self-motivated professional
- Strong communication skills
- Specialist

### **EDUCATIONAL QUALIFICATION**

BBA Hon's (Finance)

MBA(Finance)

- Accounting software
  - Quick book
  - Peach tree
  - Web Prologic

### **PERSONAL INFORMATION**

Father Name	Amir Ullah Khan
Date Of Birth	01 April 1992
Resident	United Arab Emirates
Nationality	Pakistani
Martial Status	Single
Trade Professional	Financing/Accounting
Proccessional Skills	Assistant Accountant

### **References**

Will mention on demand