

Muhammad Shoaib Siddiqui

Marital Status: Married

Gender: Male

Nationality: Pakistani

Address: Al Rehab Jeddah, Saudi Arabia



Mobile No: 0545424072

E-mail: shoaib031@gmail.com

PROFESSIONAL SUMMARY

I have eight years of experience as an accountant with a focus on transactions, reconciling discrepancies, and ensuring the accuracy of financial records. I possess expertise in Microsoft Excel, Microsoft Office Suite, and various financial applications.

KEY SKILLS

- Strong analytical and problem-solving skills.
- Ability to work under pressure and self-motivation.
- Expert proficiency with QuickBooks and Microsoft Excel
- Brilliant coordination skills and ability to work as a team.
- Attention to detail throughout every aspect of work
- Efficient and organized professional with extensive experience in accounting systems.

IQAMA

● TRANSFERABLE IQAMA

EDUCATION

- **MBA (MASTER OF BUSINESS ADMINISTRATION)** **Year 2007**
Mohammad Ali Jinnah University Karachi

WORK EXPERIENCE

● MUSTANG SECURITY SERVICES (Pvt) Ltd - KARACHI

Assistant Manager Finance (February 2016 to November 2023)

- Managed the month-end closing process, ensuring timely and accurate financial reporting.
- Collaborated with other departments to ensure the accuracy of financial records.
- Conducted internal audits and reviews to identify potential areas of improvement.
- Developed and implemented cost-saving strategies to increase profitability.
- Analyzed and reconciled general ledger accounts, identifying and resolving discrepancies.
- Managed the accounts payable process, ensuring timely and accurate payments to vendors.
- Coordinated with external auditors to prepare various financial schedules and reports.
- Maintained the Fixed Assets register and recorded monthly closing Journal entries.
- Ensured the accurate and timely completion of all accounts receivable tasks.
- Utilized accounting software to streamline financial processes.

MULTIVISION FZ LLC – DUBAI

Sales Executive

(April 2013 to April 2015)

- Professionally and effectively employed sales skills to achieve targeted sales.
- Assisted the planning manager in all planning activities and created seasonal/annual plans.
- Demonstrated full knowledge of all products, relevant selling points, and benefits.
- Merchandising and promotions activities & maintained regular contact with Key Clients.
- Kept abreast of competitor activity and recommended any necessary tactical action to senior.
- Maintained the proper stock level and favorable shelf placement in various stores.
- Collected competitors' performance & prices, and provided reporting to the management.

MUSTANG SECURITY SERVICES (Pvt) Ltd - KARACHI

Accounts Officer

(January 2011 to June 2012)

- Managed and maintained accounting records, including accounts payable and receivable, general ledger, and other financial data.
- Collaborated with other departments to gather financial information and ensured the accuracy of information.
- Bank reconciliations. Liaison with banks and handling banking matters.
- Maintained and updated financial transactions using QuickBooks software.
- Prepared the files with verified supporting documents for payment.
- Performed account reconciliations to ensure the accuracy of the general ledger.
- Regular contact with clients to ensure timely payment.
- Preparation of vouchers and regular recording of journal entries.
- Prepared and updated various periodic statements for management.

COMPUTER SKILLS

- | | |
|-------------------|---------------------------------|
| ➤ Microsoft Excel | ➤ Microsoft PowerPoint |
| ➤ Microsoft Word | ➤ Microsoft Outlook |
| ➤ Quick Books | ➤ Customize Accounting Software |

LANGUAGE

- English
- Urdu