

MUHAMMAD ADNAN

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LANGUAGES: ENGLISH, ARABIC (BASIC), URDU (NATIVE) AGE: 35



PROFILE

A polite, friendly and sociable person who can coordinate the flow of paper work around an office and provide administrative support of the highest caliber. I can keep a cool head in busy, complex circumstances and is the kind of person who inspire others to work to their optimum. Throughout career established productive business relationships, strong partnership and resolved business issues.

Life Philosophy: "Being a great place to work is the difference between being a good company and a great company"

CAREER HISTORY

HERBYZONE PVT LTD (PAKISTAN)

AUGUST 2019 – NOVEMBER 2021

Accounts Officer

- Maintaining the Accounting operation on accounting software.
- Identify accruals, prepayments and prepare related accounting documents on a monthly bases.
- Supervising payable and receivable systems.
- Prepare monthly cash flow projection operating system.
- Preparation of petty cash summary sheets.
- Analyze different business models along with owner
- Fixed assets depreciation on monthly basis and keep track on assets useful life until scrap via specific procedure.
- Insurance calculation and bill payments.
- Filing of tax returns (monthly) to tax authorities.
- Prepare fixed assets addition & deletion movement and their incorporation in books (ledger) and also maintained fixed asset register
- Controlled the numbering, sorting, filling, storing, and retrieval of both electronic and hard copy documents proceed by technical teams, projects or departments
- Involved in the process of develop organizational payroll accounting system includes recording of employees official information, attendance, leaves, compensations, insurance gratuity funds and miscellaneous others benefits earned by employees, process of deductions/adjustments advances and WHT.

AL FAISALIAH HOTEL, RIYADH (SAUDIA ARABIA)

JUNE 2013 – JUNE 2019

ASSISTANT ACCOUNT OFFICER.

Energetic administration experience in a very busy environment while meeting high expectations of residents and management staff. Dependable with strong work ethic and high level of performance.

- Daily reconciliation of the cash, check credit card transactions, and bank deposit.
- Generated month-end cash report and excel spreadsheet.
- Monthly inventory and service duties.
- Manage front office all equipment.
- Handle petty cash for day-to-day expenses.
- Prepared AR invoice resort client.

- Assisted guest with their hotel bills and complaints investigated and resolved.
- Deposited all the cash and checks into the bank for previous day sale.
- Operate Opera system, excel sheet, word sheet.

PARADIGN PRODUCTION Co. (Pakistan)

JAN 2011 – MAY 2013

ADMIN AND ACCOUNT ASSISTANT

- Processed company documentation, such as invoices and payment checks.
- Managed all purchase orders and monitored company budget by controlling project expenses.
- Performed administrative tasks, including filing, reporting, tagging fixed assets, etc.
- Completed the general ledger with payroll entries.
- Maintained flawless communication with the management.

EDUCATION

ACADEMICSS

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|---|-----------|
| • Master Of Business Administration (MBA) | 2009-2011 |
| • Post Graduate Diploma in Management Sciences (PGD) | 2007-2008 |
| • Business in commerce (B.COM) | 2005-2007 |

OTHER SKILLS

Technical skills :

- MS office (word, excel, power point)
- Opera operating system
- Holding Saudi Arabia car diving license
- Visa Status : Visit

Reference: will be provided upon request