



CURRICULUM VITAE

MAZHAR IQBAL

INTRODUCTION:

I have several years of experience dealing with Accounting systems, financial transactions, manual book keeping and Customer Service. I am a conscientious person who cares about his customers and ensures that things are done properly and accurately. I am self-motivated and proficient in computer skills, quick to learn and adaptive to changing environments. Fluent in three languages and understanding Arabic, allows me to converse with many people in their mother tongue. Loyal and trustworthy, I have proven myself capable of taking on new challenges and professionally dealing with all kinds of clients in secure environments. Have some other skills which I learn from different training sessions and short motivational classes like Extensive Product Knowledge, New Product Pricing, Product Promotion, Sales Training and Development, New Client Development, Customer Service Positivity and An excellent security tactic.

EDUCATION:

BACHELOR DEGREE

BBA – Honors (Finance)

**Abdul Wali Khan University
Mardan.**

CGPA: 3.22 – 4.00

2010 – 2014

PROFESSIONAL WORK EXPERIENCE:

Mohammad Khalaf Almazroy Trading L.L.C

Accountant (till date).

- Preparing monthly and annual accounting.
- Corporate document maintenance.
- Provide all data for tax evaluation and audit.
- Prepare daily report of purchasing and sales.
- Processing employee expenses.
- Using digital system to keep records and create payments.
- Keep the manual data safe and manage the book keeping.
- Logging daily entries in accordance with accounting policy.
- Dealing with clients about updates of market prices.
- Making and sending new quotation to the clients every business day.
- Making, receiving and storing the invoices.

PROFILE:



Mohamad Khalaf
Almazroey Trading
Bada Zayed
Abu Dhabi.



+971-55-8675750



784-1993-0614963-6



mazharnawab0@gmail.com



PH1333833



Visa Transferable



UAE valid auto car
driving license



Pakistan National

OTHER CERTIFICATES

COMPUTER



Accounting Software
Tally and Peachtree



Automation, Mobile and
PC apps.



1 Year computer
course diploma



Nebosh Health And
Safety Diploma.

LANGUAGE:



English (IELTS)
6.0 Bands
Arabic
Urdu & Pushto

Hobbies:

Socializing with friends, walk to country side, fishing, watch cricket and soccer, reading journals and keep myself up to date about daily news.

Alfaluh Security And Safety Company Limited.

Accountant Cum HR (2017_2020)

- To maintain and tally suppliers ledgers.
- Check the cash, bank and pass journal entries.
- All the working about salary and wages generated by Accounting Oracle Software.
- I maintain employees Records by calculating salary Temp advanced, Salaries.
- Prepare customers statement of accounts every month.
- Maintain the company accounts, general ledger, payable, receivables.
- Maintain employee records (attendance, jobs data etc.) according to policy.
- Assist with day to day operations of the HR functions and duties.

Internal Audit Assistant At AFCO International

L.L.C (Afghanistan Dec, 2016 Until Nov, 2017)

- Determines cost of operations by establishing standard costs; collecting operational data.
- Identify financial status by comparing and analyzing actual results with plans and forecast.
- Reconciles transactions by comparing and correcting data.
- Protects operations by keeping financial information confidential.
- Maintain technical knowledge by attending educational workshops.
- Contributes to team effort by accomplishing related results as needed.