



Muhammad Naveed

Admin cum Accountant



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Dubai, UAE.



Light Vehicle Driving License – Valid in U.A.E

Profile

Experienced **Admin cum Accountant** with strong skills in office coordination, bookkeeping, invoicing, and financial record-keeping. Proficient in MS Office and accounting tools, with a keen eye for detail and accuracy. Reliable, organized, and holds a valid Light Vehicle Driving License, with flexibility to support operations both in-office and on the move.

Professional Experience

Admin cum Accountant

Bionix Clinic and Home Health Care

09/2022 – present | Dubai, U.A.E

Accounting Responsibilities:

- Managed daily accounting tasks including data entry, invoicing, and bank reconciliations
- Handled accounts payable and receivable, petty cash, and monthly expense tracking
- Maintained accurate financial records and supported month-end reporting
- **Prepared and submitted VAT filings** in compliance with local regulations

Administrative & Operational Duties:

- Performed general office tasks: filing, email handling, appointment scheduling, and document control
- **Replied to WhatsApp and Instagram leads**, responded to inquiries, and **booked clients in the system**
- Coordinated with vendors and clients for payments, quotations, and delivery follow-ups
- **Transported staff to patient homes** when needed, ensuring service delivery was smooth and timely

Admin cum Receptionist

Vantop Software Development

11/2021 – 09/2022 | Dubai, U.A.E

- Managed front desk operations including welcoming visitors, answering calls, and handling emails
- Scheduled appointments and maintained office calendar
- Handled basic administrative tasks such as filing, data entry, and document preparation
- Supported HR and accounts team with record-keeping and invoice processing

Education

Intermediate (ICS)

Government Post Graduate College

Gojra, Pakistan

Matriculation / Secondary School Certificate (SSC)

The Smart School City Campus Gojra

Gojra, Pakistan

Skills

- Accounting & Bookkeeping
- VAT Filing & Compliance
- Office Administration & Coordination
- Light Vehicle Driving (Valid UAE License)

Languages

- English
- Urdu/Hindi/Punjabi