

MUHAMMAD ABDULLAH

PROFILE

What I believe is dreams are lovely but they are just dreams. Fleeting, ephemeral, pretty. But do not come true just because you dream them. It's hard work what creates change.

INFORMATION

Date of birth: 25 November 1998
Age: 24

CONTACT

PHONE:
0333-3975245

EMAIL:
abdullah.k1insta@gmail.com

HOBBIES

Reading
Exercising
Music

EDUCATION

ACCA – Associate Chartered Certified Accountant

August 2021 – Present
F3 – Financial Accounting (Passed)

Bachelors of Commerce – Enrolled

CA – Chartered Accountant

March 2018 – March 2020
AFC – Assessment of Fundamental Competency (Passed)
CAF – 1 Introduction to Accounting (Passed)

Intermediate – Govt. FOR MEN College

2015 – 2017 **Grade B**

Matriculation – Brilliant Career Grammar School

2015 **Grade B**

WORK EXPERIENCE

Finance Executive – Best Property Leads

JUNE 19, 2023 – PRESENT

- Keep accurate records for all daily transactions
- Prepare balance sheets
- Process invoices
- Record accounts payable and accounts receivable
- Processing of Vendor Payments
- Sale and Income tax filing
- Update internal systems with financial data
- Prepare monthly, quarterly and annual financial reports
- Reconcile bank statements
- Participate in financial audits
- Track bank deposits and payments
- Assist with budget preparation
- Review and implement financial policies

Finance Executive - AEG – GLOBAL BUSINESS TRAVEL

OCTOBER 28, 2022 – JUNE 16, 2023

- Vendor Payments
- Reconciling vendor and vendor payments accounts
- Reconciling invoices and billings reported
- Supervising junior staff in billing and settlement department
- Bank and Credit card reconciliations
- Monthly and Quaterly Closing
- Prepare Financial Reports for Management
- Payroll
- Petty cash
- BSP and non-BSP Reconciliation

Finance Executive – Best Property Leads

OCTOBER 2020 – SEPTEMBER 2022

- Creating detailed vouchers and posting them to the general ledger (GL) to track all income statements and expenses
- Handling all accounts payable and receivable on a daily basis to make sure each invoice and expense report is accurate
- Reconciling all business accounts to ensure our records match
- Enter financial data into computer software, making sure all bills and invoices are filed correctly
- Facilitate all incoming payments and outgoing checks, including printing, obtaining signatures for, and distributing checks as necessary
- Follow up with vendors for accounts payable and keep in touch as needed for collections and ensure bills are paid on time
- Prepare monthly and quarterly closing for buildings and properties
- Assist with the preparation of documents for tax filing processes
- Crosscheck input information for property and tenant lease to ensure its up-to-date
- Assist the real estate team or other staff accountants with other accounting duties as needed

Home Tutor

2016–Present

Store Supervisor – Zainab Interiors

June 2018 – September 2020

- Overseeing salesman & other employees
- Keeping records of expenditure and sales
- Monitoring shelf stocks, displays and general appearance of store
- Investigating market trends & offering products that appeal customers
- Preparation of salaries and wages.

SKILLS
