

MUZAMMIL HUSSAIN

Position: **Senior Accountant**

Experience: **9 Years UAE Experience**

Educational Qualifications: **MBA (Finance)**

UAE Driving License: **Light Vehicle (Automatic)**

Visa Status: **Employment Visa**

Mobile & WhatsApp: **+971 – 562749475**

Current Location: **Ajman, UAE**

Email: **muzmmal417@gmail.com**

Expected Salary: **AED12,000/-**

LinkedIn: <https://www.linkedin.com/in/muzammil-hussain-7254397a/>



Summary of Career

- A confident, multi-skilled & capable Senior accountant with excellent knowledge of finance & accounting procedures.
- Exceptional analytical & problem-solving skills & able to provide financial information to all areas of the business whilst ensuring that all management information is accurate.
- Having a proven ability to drive out inefficiencies through process improvement as well as assist in the maintenance & development of financial systems and accounting procedures.
- Excellent communication skills, both verbal and written.

Employment Records

1) Rainbow Middle East LLC – (December- 2020 – Present)

Ajman, UAE

Designation: Senior Accountant

2) Power Zone LLC - (May 2014 – April 2020) – Dubai, UAE

Designation: General Accountant

Supporting the business by assisting to produce accurate financial and management accounting information on which financial decisions are based. Also involved in compiling financial reports and analyses, whilst working to strict deadlines.

Key responsibilities

- Accounting duties including preparing journal entries, maintaining balance sheet, Profit & loss A/C, bank reconciliations. Assisting with monthly closings.
- Prepare accounts receivables and accounts payable.
- Created reports and presented to senior management during plant acquisitions and divestitures for strategic planning.
- Preparation of accounting and administration reports as and when needed
- Recognized for successfully analyzing newly acquired assets and capital expenditures for the International Paper acquisition of seven facilities to merge financial records and reporting.
- Prepared capital planning process for both future capital spending and the evaluation of past capital projects resulting in accurate monthly forecast.
- Successfully supported all division and plant level personnel in the area of capital investment: Development, Approval, Tracking, and Review.

- Developed reporting system for plant controllers and plant managers ensuring that all asset additions, transfers and retirements activity in the plant is accounted for.
- Responsible for cash on hand/deposits.
- Preparation, validation and submission of monthly and quarterly VAT returns for the UAE entities.
- Handle VAT reporting (payables and receivables). Ensure collections and payments are done in line with UAE regulations.
- Researching, analyzing and interpreting changing tax legislation in both inside UAE and in GCC
- Will Prepare, validate & submit monthly CIT (Corporate Income Tax) returns for the UAE Entities (New Law in UAE effective from 01-06-2023).
- Reduced DSO from 60+ days to 47 days and over 90 days from 9% to 5% of total Receivables.
- Developed Month End reports for Management on DSO, over 90, top 100 accounts, Watch list of high-risk accounts through graphs, and excel spreadsheets.
- Conduct day-to-day transactional processing and reporting on taxation. This includes the accurate posting of all tax related entries
- Registering all accounting entries using QuickBooks accounting Software.
- Vouching of Cash and Bank Books, Sale and Purchase Register, Debtors Ledger, Creditors Ledger, General Ledger to authenticate the figures appearing in the Books of Accounts of the client.
- Expertise in preparing of weekly Bank, Cash positions and Cash Budget statement.
- Perform Cashier duties including receipts and payments at front desk.
- Reviewed files, records and other documents to obtain information and respond to requests.
- Matching purchase orders with invoices and recorded the necessary information.
- Responsible for financial accounts including budgets and cash-flow.
- Employee's payroll & payments to vendors.
- Preparation of monthly close process and ensure proper documentation and filing of support information.
- Deal with all day-to-day accounting procedures & Deal with bank matters.
- Maintained integrity of general ledger, including the chart of accounts.
- Reviewed files, records and other documents to obtain information and respond to request
- Managed annual external audit.
- Keeping track of all payments and expenditures including payroll, purchase orders, invoices, statements etc.
- Reconciling processed work by verifying entries and comparing system reports to balances.
- Paying employees by verifying expense reports and preparing pay cheques. generally responding to all vendor enquiries regarding finance.
- Preparing analyses of accounts and producing monthly reports.
- Calculating, post business transactions, process invoices, verify financial data for use in maintaining accounts payable records, and provide other support necessary to pay the obligations of the organization.
- Prepare vouchers listing invoice number, date, vendor address, item description, amounts and coding per accounting policies and procedures.
- Reconcile bank statements.

Educational Qualifications

Master in Business Administrator (MBA-Finance)

National University of Modern Languages, Islamabad, Pakistan (2009-2011) CGPA 3.18

Bachelor's in commerce -(B. Com)

University of the Punjab, Lahore, Pakistan (2006- 2008)

Diploma in Commerce – (D. Com)

Punjab Board of Technical Education, Lahore, Pakistan (2004- 2006)

Certifications

- Diploma in Computer Science from Punjab Board of Technical Education, Lahore, Pakistan.
- Diploma in Spoken English from Punjab Board of Technical Education, Lahore, Pakistan.

Achievements

- Accomplished 1st Position in D. Com in 2006 from Punjab Board of Technical Education, Lahore, Pakistan.
- Accomplished 1st Position in all Pakistan debate competition.

Computer Skills/ Interpersonal Skills

- Extremely skilled in MS Office (Word, Excel, Access, PowerPoint & Outlook)
- Proficient with the O/S of Microsoft Windows 98, Windows ME, Windows 2000, Windows XP, Window 7 & Windows 8 & Windows 10.
- Proficient in MS-Word, Advance Excel Knowledge i.e., V Lookup, Pivot Table,
- Conditional Formatting and other Advance Excel Tools.
- Installation of all types of hardware's & Software's.
- Experience of using QuickBooks & Tally ERP 9.0 & Excellent Knowledge of Xero, Zoho, Sage50, SAP ERP, Microsoft Dynamics 365 & Peachtree Accounting Software's.
- Financial Reporting & Projection
- I love collaborating Am flexible, Able to prioritize, pivot from task to task with ease and can change directions in a moment's notice.
- I am problem solver - adept at crafting on the spot solutions for whatever the challenge may be.
- I work passionately and never satisfied with the status quo.
- Highly motivated sales associate with extensive customer service and sales experience.
- MBA graduate with a proven track record in product marketing, operations, strategic alliance and account management.
- Experienced professional accountant with strong leadership and relationship-building skills.

Personal Details

- **Language skills:** English (Fluent), Urdu (Native), Hindi, Punjabi
- **Nationality:** Pakistani
- **Religion:** Islam
- **Passport Expiry:** May 9th, 2026
- **Date of Birth:** 15-01-1989
- **Marital Status:** Married
- **Notice Period:** One Month

Reference

Reference will be furnished, if required.

