



Curriculum Vitae

Name: Muhammad Kamal
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Driving License: Light Vehicle Driving License 17 April, 2008 UAE
Date of Birth: 10 Jan 1978
Religion: Islam
Passport No: AG 4206992 Valid until 25 May, 2023
Address: Wakil Qillah Badaber Peshawar Pakistan

Career Objective:

Eager to contribute a strong finance, accounting, & administrative background toward actively supporting the success of a progressive organization offering opportunities for growth in exchange for superior performance.

Qualification

- **MBA** (Finance), 2002 (Master of Business Administration in Finance and Accounting) Preston Institute of Management Science and Information Technology Peshawar Campus
- BA: Bachelor of Arts, English Elective and Islamic Studies.
- FSc: Faculty of Science Pre medical
- Matric: Science Group

Computer Skills & Accounting Software

- Microsoft Office 14 Years Exp
- Quick books 08 Years Exp
- Peachtree
- Tally

Language: English, Arabic, Urdu, Pashto

Accounts Experience (17 Years)

- April 2010 Till Now **Civen Construction Company L.L.C (Abu Dhabi-UAE)**
Accountant

Betomix Concrete Manufacturing Company Sister Company (Abu Dhabi UAE)
Internal Auditor

1. To generate financial statements (Balance Sheet, Profit and Loss)
2. To insure accurate payment to suppliers, monitor, and control purchase orders, goods receipt, stock, and invoices of the suppliers.
3. To ensure timely follow up of accounts receivable and payable.
4. Responsible for office administration and goods purchasing.
5. To ensure timely classification and recording of assets.
6. Responsible for the preparation and reconciliation of payroll.
7. Reviewing and approving all monthly reconciliation (Banks, receivables and payables) and the journal vouchers.
8. Responsible for Bank Guarantee and Letter of Credit.
9. Interaction with external auditors in competing audits.

- Feb 2009 to April 2010 **Bin Sidra National Petrogas (Abu Dhabi-UAE)**
Accounts & Sales

- Sep 2007 To Feb 2009 **Nancy Construction Company (Abu Dhabi UAE)**
Accountant

- March 2003 to Jan 2005 **Aamer Amin Chartered Accountant (Pakistan)**
Trainee Auditor

Conducted various audits of manufacturing, trading concerns, societies and non-government organizations.