



Mubeen Qayum

Account and Finance Executive

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An experienced Account and Finance Executive seeking a challenging role in a reputable organization to utilize my accounting and financial expertise in a fast-paced environment.

EDUCATION

Chartered Management Accountant (CMA)

Institute of Cost and Management
Accountant of Pakistan

10/2023 - Present

Bachelor in Business Administration (BBA)

Hailey College of Banking and Finance

10/2020 - 12/2022

WORK EXPERIENCE

Assistant Officer

Nishat Linen

04/2023 - Present

Achievements/Tasks

- Responsible for managing Nishat, Inglot, Swarovski Malls Shop.
- Proficient in preparing payments using Oracle software for electricity, generator, rent, cam, marketing levy, etc.
- Expertise in contract preparation for malls & stockist.
- Swiftly resolving queries and providing timely solutions.
- Reconciling of payments and business transactions.
- Skillfully handling email correspondence.
- Preparing monthly sales reports & income tax certificates.

Account and Finance Assistant

Hurak Learning

10/2022 - 03/2023

Achievements/Tasks

- Manage all accounting and financial operations of the company, including bookkeeping, and payroll processing.
- Ensure timely and accurate payments to vendors and employees.
- Assisted in budget preparation and forecasting.
- Oversee the accounting function, including accounts payable, accounts receivable, and general ledger.
- Maintained the general ledger and reconciled accounts.

Account Internee

Globe Estate and Builders

07/2022 - 08/2022

Achievements/Tasks

- Preparing invoices, voucher and reconciled them
- Maintaining accurate financial records.

SKILLS

Book Keeping

Payroll Calculation

Contract Drafting and Negotiation

Multitasking and Time Management

Microsoft Excle

Quick Book

Problem Solving & Decision Making

Oracle

Zoho CRM

Digital Marketing

VOLUNTEER WORK

International Conference of Banking Insurance and Business Management (12/2021)

Coordinated and contributed to a team of 30 volunteers for the successful execution of the International Conference on Banking Insurance and Business Management.

CERTIFICATES

Financial Accounting Fundamentals (06/2023)

University of Virginia/ Darden School of Business

Digital Marketing and Search Engine Optimization (03/2022 - 09/2022)

National Vocational and Technical Training Commission

MS Excel (05/2021)

Great Learning Academy

National Financial Literacy Program for Youth (07/2020)

State Bank of Pakistan

LANGUAGES

English

Professional Working
Proficiency

Urdu

Native or Bilingual Proficiency

Arabic

Limited Working Proficiency

INTERESTS

Photography

Traveling

Event

Sport