

Muhammad Haseeb Tahir

Accountant

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PROFESSIONAL SUMMARY

I am a growth-oriented finance and accounts professional, takes responsibility for the overall financial operations of the organization, as well as providing oversight to the finance team. A well-organized professional taking responsibility for maintaining sound financial systems and controlling the implementation of the projects; collecting, interpreting, and reviewing financial information; predicting future financial trends; reporting to the management and the stakeholders, providing advice to the company and management; producing financial reports relating to budgets, account payable, account receivables, expenses; developing long-term business plans; and analyzing market trends and competitors.

PROFESSIONAL EXPERIENCE

Tick Tag Technical Services LLC

Dubai, UAE

Accountant cum Administrator

Jan 2025 to Now

Responsibilities

- Maintain financial records, bookkeeping, and bank reconciliations.
- Manage accounts payable/receivable, invoicing, and cash flow.
- Handle VAT compliance, tax filings, and audit preparations.
- Process payroll, WPS compliance, and employee benefits.
- Communicating with clients regarding bills and payments.
- Handle client communication, scheduling, and correspondence.
- Oversee office operations and vendor management.

Al Meezan Al Thahbi Metal Melting & Moulding LLC

Sharjah, UAE

Accountant

May 2022 to Jan 2025

Responsibilities

- Taking responsibility for the planning and the exhibition of financial duties and the company's projects.
- Estimating short and long-term financial objectives by setting performance targets.
- Drafting procurement process and signing of purchase order.
- Managing and monitoring metric's, KPI tracking, and reports for the financial department.
- Communicating with clients regarding bills and payments.
- Posting daily receipts, payments, purchases, and sales invoices.
- Maintain open communication with management and the audit committee.
- Prepare and present reports that reflect financial results and document process.
- Handling all accounting tasks using accounting software.
- Collecting, checking, and analyzing spreadsheet data.
- Completing financial reports on a regular basis and providing information to the HODs.
- Managing day-to-day transactions.
- Monitoring daily expenditure and providing the report.
- Look after Accounts Payable & Receivable.
- Review invoices as VAT procedure and E-invoices format.

Noor Fatima Fabrics

Assistant Commercial Sales

Pakistan

March 2021 to February 2022

Responsibilities

- Lead a team of more than 3 persons.
- Maintain record of bills and Sales Tax Invoices.
- Internal Audit.
- Standardized reporting and monthly closing procedures.
- Managing Accounting data and reconciling the ledgers
- Post Invoices to vendors.

Hafiz Paper Board, Mills

Pakistan

Accountant

October 2017 to January 2019

Responsibilities

- Managing financial data through QuickBooks accounting software.
- Cash Dealing & Preparing Ledger.
- Accounts Receivable & Accounts Payable.
- Daily Work Report & Update Financial Data.
- Process Invoices & Record all Daily Transaction.
- Reconciliation of bank, Accounts payable and Accounts receivables.

EDUCATION

Govt. College University Faisalabad

Master in commerce, M.Com

Major in Finance

2015 TO 2017

GPA 3.25

Punjab University, Lahore

Bachelor of Commerce, B.Com

Major in Finance

2013 to 2017

Marks 804

CERTIFICATIONS

Diploma in Computer Application for Business

Vocational Technical Institute Faisalabad

TOP SKILLS

- Effective Communication both written and verbal.
- Dealing with Objections
- Effective Negotiation and Situation handling ability.
- Quick Learner.
- Time management.