

MUHAMMAD RAHEEL

Executive Finance & Accounts

To secure a position in a progressive organization that provides ample opportunities to develop and use my skills for growth of my career in finance.



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WORK EXPERIENCE

Executive Finance & Accounts Meesam Construction Company

01/2017 - 08/2020

Hyderabad -Pakistan

Achievements/Tasks

- Prepare monthly financial statements.
- Execution of funds as per given approvals.
- Monitor & control cash inflows and outflows with instruction of line manager.
- Responsible for complete accounting of business.
- Update accounts receivables & issues invoices.
- Update account payables & perform reconciliation.
- Prepare and submit weekly/monthly reports.
- Ensure financial records are kept up to date with latest transactions and changes.
- ERP training and developmet of end users of the business.
- Supervise team and perform functions related to ERP.

EDUCATION

MAsters of Business Adminstration (MBA) Mehran University of Engineering & Technology.

03/2017 - 06/2021

Jamshoro-Pakistan-3.50

Courses

- Finance

Bachelor of Business Adminstration (BBA) Isra University Hyderabad

01/2013 - 12/2016

Hyderabad-Pakisttan-2.80

Courses

- Finance

Intermediate BISE HYD

2011

Hyderabad-Pakistan-66.09%

Courses

- Pre-Engineering

Matriculation BISE HYD

2009

Hyderabad-Pakistan-64.47%

Courses

- Science

SKILLS

Strong decision maker

Innovative

Service-focused

Efficient in MS Office

Purchasing

Negotiation

Monitoring

Preparing agreements and Contacts

Teamwork

Analyze

Attentive to details

Bank Reconciliation

MS Excel

Powerpoint

Internet banking

Mobile banking

CERTIFICATION OF PARTICIPATION

Microsoft Office Specialist (2016)

Isra Young Traders Challenge (2016)

Investment & Trading i Stock Market by JS Global (2017)

LANGUAGES

English



Urdu



Sindhi



Siraiki



INTERESTS

Community service

Outdoor activities

Exercising & Healthcare

Team or individual sports

Travel

Reading

History

Social causes

Cooking or backing