SAHIBZADA GHULAM MUSTAFA SIKANDAR

## Accountant/ Cashier

+971 558468046

Visa Status Visit

Valid Till-17th Jan 24

[mustafasialvi80@gmail.com](mailto:mustafasialvi80@gmail.com)

# EDUCATION

## Master Of Commerce (M.com)

### University of Sarghoda (UOS)

2021 - 2023

## Bachelors of Commerce (B.com)

### University of Sarghoda (UOS)

2019 - 2021

FSC (Pre Engineering)

# ABOUT ME

Experienced accountant/Cashier with a background spanning Two years. Demonstrates proficiency in utilizing QuickBooks and Excel for comprehensive financial management. Specializes in adept bookkeeping, precise bank reconciliation, and meticulous preparation of financial statements. Recognized for keen attention to detail, effective time management, and a commitment to meeting deadlines. Possesses strong communication and collaboration skills..

# WORK EXPERIENCE

### Punjab Group Of Colleges

2016 - 2018

### Book keeper

**EZ Advisory | Pakistan**

**Good Engineering Works (Pvt) Ltd.**

2021 - 2023

# EXPERTISE

### QuickBooks Online MS Excel

Google Sheets MS POWERPOINT MS WORD

ATTENTION TO DETAILS CRITICAL THINKING LEADERSHIP

# LANGUAGES

During my one-year tenure as a bookkeeper for clients Al Abbasi and Extreme Panels, I have developed invaluable skills through a structured progression:

1. Initial Focus (Months 1-3):

Mastered the financial systems of the company.

Acquired a deep understanding of specific bookkeeping procedures.

1. Efficient Account Management (Months 4-6):

Effectively managed accounts payable and receivable.

Maintained precise and organized records of financial transactions.

1. Skill Refinement (Months 7-9):

Honed bookkeeping skills, including financial analysis.

Ensured the accuracy of records through meticulous attention to detail.

1. Budgeting and Complex Challenges (Months 10-12): Played a pivotal role in the budgeting process. Successfully tackled intricate bookkeeping challenges.

Throughout this year-long journey, I have significantly enhanced my proficiency in bookkeeping software and consistently demonstrated an unwavering commitment to accuracy in the meticulous maintenance of all financial records.

1. Having a Two year Experience Of Cash Handling at Good Engineering Works (Pvt) Ltd.
2. And Customer Service certificate From Good Engineering Works (Pvt) Ltd.
3. Issue Receipt etc.

# CERTIFICATIONS

### ENGLISH

URDU PUNJABI

### MICROSOFT OFFICE SPECIALIST: EXCEL ASSOCIATES-

QuickBooks ONLINE CERTIFIED PROFESSIONAL-

### QuickBooks ONLINE ADVANCED CERTIFIED PROFESSIONAL-

MULTIPLE ALISON COURSE-

2023

2023

2023

2023