



## HUZAIFA MUHAMMAD SHAFIQ

QUALIFYING CHARTERED  
ACCOUNTANT (UK)

### CONTACT

+966-54-954-2553

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Al Khobar, KSA

### MY SKILLS & EXPERTISE

Dashboard Reporting

Microsoft Word

Microsoft Power Point

Microsoft Excel

Macros

Advance Excel

Peachtree

QuickBooks

### LANGUAGE

Urdu

English

### ABOUT HUZAIFA

A trained qualifying chartered accountant with core accounting and finance experience, having a strong personality and leadership traits, on a career path to becoming a result driven finance leader.

### WORK PERMIT (IQAMA)

Valid transferable iqama.

### WORK EXPERIENCE

**GKI Group of Companies** April 2022 - December 2022

#### Senior Accountant

- Monthly Reporting including developing a dashboard
- Accounts receivable and payable ledgers maintenance and related reconciliations
- Journal Entries i.e payroll, utilities, VAT reconciliations, Amex reconciliation,
- Supervising other team members

**GKI Group of Companies**

June 2021 - March 2022

#### Junior Accountant

- Manage Expenses,
- Maintain CashBook,
- Manage CEO's personal drawings,
- Manage payroll documentation, Cash deposit, and withdrawal,
- Make Invoices Manage daily reports,

**Ovatic Communication**

June 2018 - September 2018

#### Customer Service Representative

- Obtains client information by answering telephone calls; interviewing clients; verifying information.
- Informs clients by explaining procedures; answering questions; providing information.
- Establishes policies by entering client information; confirming pricing.
- Accomplishes sales and organization mission by completing related results as needed.

### EDUCATION

#### ACCA

The Association of Chartered Certified Accountants (6 papers completed) (Continue)

#### Bachelors in Accounting & Finance

Superior University (2018 - 2022)

#### Intermediate in Computer Sciences

Govt. Islamia College Civilines (2016 - 2018)

#### Metriculation

The Pak Lyceum School System (2014 - 2016)

### MY REFERENCE

Will be furnish on demand