

CONTACT



Phone

+9660567946275



Email

m.mujahidali782@gmail.com

Iqama

2517253916



Address

Al-Rahab Jeddah Saudi Arabia

EDUCATION

- **Master in Business Administration**

Specialization in International Trade
Hailey College Of Banking & Finance
Dec-2017 - Apr-2021

- **Bachelor in Commerce**
Punjab Group of colleges

MY EXPERTISE

- Quick books
- Zoho
- Qoyod
- Daftra
- Book keeping
- Business knowledge
- Standards of accounting
- Critical thinking

INTEREST

- Music
- Travelling
- Motivational speeches
- cricket.

MUJAHID ALI

ACCOUNTANT

WORK EXPERIENCE

MAB Solutions

Feb 2022-Till date (RIYADH)

Accounting
Services
Provider

Accountant

- Accounting services provider to different companies
- Managing accounting transactions in quick books
- Updating records from banking transactions
- Respond and solving client queries through emails
- Maintaining Payroll record
- Recording all Company expenditures in relevant accounts and prepare records
- Customer payments on behalf of customer
- Financial reports on complete transactions
- Cash flow statement
- Tax payments after VAT Calculations
- Invoices after Quotations
- Solve audit queries with the help of maintained records

Style Textile Pvt Ltd

Sep-2021 - Feb-2022 (Lahore, Pakistan)

Accountant

- Checking emails of the customers and respond
- Checking and submission pending invoices
- Updating the ledger
- Checking online deposit from bank statement and customer emails
- Recording and clearing received cheque's
- Checking the payment due from aging report
- Follow-up from customer through calling and mails
- Invoice matching
- Manual invoices booking
- Provide all clerical support to accounts department
- Preparing bank account deposit and withdrawal files.

- English
- Urdu
- Punjabi.

Domestic Cricket for 3 years.

Data collection After polio vaccination

Apex Consulting Pakistan
2014-2016

- Collecting Door to Door Record
- Check and Balance on Field Work
- Compliance Available Data
- Final Monthly Report

Will be provided on demand.

Sigma Enterprises

Mar-2019 - Sep-2021(Lahore, Pak)

Accountant

- Checking bank statements and reconciling
- Recording expenses internal and external
- Maintaining account receivable and account payable
- Preparing payroll on monthly basis
- Preparing ledger on daily basis
- Follow-up of payments
- Clerical support to accounts department
- Booking of transaction in accounts receivable and payable.

RICI Pakistan

Oct-2017 - Mar-2019(Lahore, Pak)

Junior Accountant

- Recording journal entries of all transactions
- Recording petty cash transactions in petty journal
- Regularly updating ledger
- Ensuring all expenses under the given budget
- Dealing and recording bank related transactions
- Booking of invoices in related books.

ARD Industries

Sep-2016-Oct-2017(Gogra, Pak)

Accountant

- Posting journal entries
- Updating financial statement
- Preparing invoices
- Maintaining accounts receivable and accounts payable
- Preparing monthly payroll
- Maintaining petty expense record.