

# MUHAMMAD MIR ZAMAN KHAN



## About Me

Dynamic Commerce graduate specialized in **Accounting & Finance**. Proven track record in the field with impactful co-curricular involvement. Seeking a high-energy, professional setting to leverage skills and drive success. Let's connect for growth opportunities!



056 328 3261



meerzaman9881@gmail.com



Mir zaman khan



Dubai, United Arab Emirates



Pakistani

## LANGUAGE

- **English** (Proficient)
- **Urdu/Hindi** (Native)

## SOFT SKILLS

Attention to detail and accuracy

Effective Communication

Teamwork and collaboration

Leadership and management abilities

## EXPERIENCE

### AMMAK GROUP

Dubai - United Arab Emirates

Feb/2023 - present

As a **JUNIOR ACCOUNTANT** I assist in:

- Review and exercise accounting process, policies and requirements.
- Support the Finance team with managing day-to-day accounting responsibilities
- Support the Finance team with accounts reconciliation, data entry, expenses, payment batches, and general research.

### MITCHELLS FRUIT FARM LTD

Lahore - Pakistan

Aug/2022- Sep/2022

As a **FINANCE INTERN** I assist in:

- Assisting in the preparation of cash management reports, including cash position and forecast reports.
- Helping to analyze the organization's financial performance and identifying areas for improvement.
- Support in refining the budgeting process, including the development of department-specific budgets and ongoing variance reporting and analysis.

### GWADAR INTERNATIONAL PROPERTY ADVISORS LTD.

Bahawalpur- Pakistan

Aug/2020 - July/2021

As **ACCOUNTANT** I assist in:

- Prepare accurate and timely financial statements, cash flow statements for real estate transactions and portfolios
- Monitor and track lease agreements, rent payments, and billing activities. Reconcile lease data with the accounting system
- Collaborate with internal and external auditors to support periodic audits and ensure compliance with accounting standards and regulations

### HASHMI TAX ADVISORS

Bahawalpur- Pakistan

Jan/2020 - June/2020

As **TAX ANALYST** I assist in:

- 1. Skillfully prepare local tax compliance filings, including VAT, withholding tax, ensuring accuracy and adherence to regulations
- Expertly identify potential tax compliance issues and red flags, presenting practical solutions and recommendations.
- Stay ahead of the curve by monitoring and analyzing new tax legislation, regulations, and judicial decisions

## HARD SKILLS

Financial analysis and reporting  
Budgeting and forecasting  
Tax planning and compliance  
General ledger management  
Auditing and risk assessment  
Financial software proficiency  
Regulatory compliance (e.g., GAAP, IFRS)

## SOFTWARES

SAP Business One  
Peachtree  
QuickBooks  
SPSS  
Tally

## PROFESSIONAL EDUCATION

### ISLAMIA UNIVERSITY OF BAHAWALPUR

Bachelor of Commerce **2019-2023**

Specialization: **Accounting & Finance**

Percentage: 88%

### BLOOMFIELD HALL UPPER SCHOOL

O-LEVELS **2014-2016**

Percentage: 85%

## PROFESSIONAL CERTIFICATION

**Certified Chartered Accountant(ACCA)**  
(Continue)

### COMPUTERIZED ACCOUNTING

SAP/QuickBooks/Peachtree

## REFERENCE

### Fahad Rahim

HR Manager

Homes 4 Life Real Estate Broker LLC