

# MUHAMMAD SHOAIB

98 Fishwick View, Preston, PR1 4QS | Mobile: 07454413432  
[muhammadshoaibdihe@gmail.com](mailto:muhammadshoaibdihe@gmail.com) |Full UK Driving License

---

I am recognized for my reliability, integrity, and quick learning abilities. Highly skilled with an eye for error detection and correction. It is my goal to find an organization that values both my strong work ethic and resourcefulness.

## EXPERIENCE

### ACCOUNTANT

PAKISTAN STEEL MILLS

2011-2023

I have gained 12 years' of experience in Pakistan Steel Mills largest industry in Pakistan to provide professional accounting services for individuals and public clients. Provide full range of vouchers, income tax, bank reconciliation, audit reports, preparation of financial statement. In addition, I have practiced book keeping and maintain ledgers.

### ACCOUNTANCY

I have gained communication skills by engaging effectively with others which has increased my ability to work in a team I am able to effectively deal with submitted invoices ,financial books, book keeping, ledgers, bank reconciliation, expense and oversaw payroll.

### OTHER EXPERINCES

- One week and two days Atos IT Services UK  
Customer service representative
- One Month worked in Acme IVG Ltd  
Labeling and Packaging
- Two Years apprenticeship in Pasmic (Machinist)
- Four Months worked in Aybeez (internet Marketing)
- Organized numerous events during my academic Period inside and outside University..

## EDUCATION

### MBA (MASTER OF BUSINESS ADMINISTRATION) MARKETING - 3 YEARS

- 17 Years Qualification  
Dadabhoi Institute Of Higher Education  
(CGPA 3.12)  
(2014-2017)
- B.com (Bachelor of Commerce)  
Second Division  
Karachi University (2011-2013)

- 3 Years Diploma in Mechanical (Grade A)  
2013 To 2015

- **Preston College Speaking Listening Skills**

|   |      |
|---|------|
| Entry 3 Speaking and listening R504/5009  | PASS |
| Entry 3 Speaking and listening J/504/5010 | PASS |
| Entry 3 Speaking and listening L/50405011 | PASS |

- **Preston College Reading Skills**

|  |      |
|--|------|
| Entry 3 Reading strategies F/504/5961  | PASS |
| Entry 3 Reading strategies L/504/5008  | PASS |
| Entry 3 Reading for meaning H/504/1563 | PASS |

- **Preston College Writing Skills**

|  |      |
|--|------|
| Entry 3 Writing punctuation R/504/5012 | PASS |
| Entry 3 Writing planning Y/504/5013    | PASS |
| Entry 3 Writing communicate D/504/5014 | PASS |

- Intermediate (Pre-Engineering)  
PECHS Foundation College  
Karachi Board  
(2008-2010)
- Matriculation  
“A” Grade  
Grammar High School Steel town Karachi.  
(2007)

## **SHORT CERTIFICATIONS**

- ILETS Life Skills- A1 Speaking and Listening (British Council)
- Attended Training Program Relationship to Corporate Success 2016
- IBA (corporate Meet up)
- Five Days industrial safety and Accident Prevention Certificate

## **SKILLS**

- Proficient in use of Microsoft Windows
- Proficient in use of Microsoft Office
- (Word, Excel, Power-point)
- Internet browsing
- Cashflow planning and management

## **OTHER LANGUAGES**

- English, Urdu & Punjabi

## **STRENGHT**

- Skilled Collaborator, Rapid and Adaptive.
- Effective Cross-functional communicator
- Can work under pressure, stress & deadlines.
- Solution Oriented Professional, High Achiever

## **KEY COURSES**

- International Marketing • Marketing Management • Operations Management
- IT in Business • Strategic Management • Financial Management
- Business communication • Human Resource
- Management
- Brand Management

## **REFERENCE**

- University of Karachi-75270  
Ph.No 009261300-25
- Dadaboy Insitute of Higher Education  
SNPA Block 3 Behind Hill Park Karachi  
UAN: 111-02-03-04 Fax 4389147  
Contact No. +92 21 34389147  
[Students.affairs@dadaboy.edu.pk](mailto:Students.affairs@dadaboy.edu.pk)
- Adminstration & Personal Department, Head Office  
Pakistan Steel Mills Karachi  
Telephone Nos 021-34750270  
PO Box No.5429 Contact No. 0345-3372673

## **OTHER REFERNCE**

- Preston College  
Email Address [Okolesnik@preston.ac.uk](mailto:Okolesnik@preston.ac.uk)  
Contact No 07435580403