

- MUHAMMAD NOMAN -

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Driving License UAE & Pakistan (LTV)

Date of Birth 16-April-1996



Executive Summary

Accomplished Accountant and Administration Manager with extensive experience in financial management, administrative operations, and organizational leadership. Proficient in financial reporting, budgeting, VAT compliance, and accounts management, with a proven record of accomplishment of improving accuracy and streamlining processes. Skilled in managing teams, vendor relations, and resource allocation to achieve operational efficiency. Adept at implementing effective policies, resolving complex challenges, and driving cost-saving initiatives. Recognized for exceptional communication and strategic planning skills, delivering results within deadlines while fostering collaboration across departments. Seeking to leverage diverse expertise to contribute to organizational growth in a dynamic environment.

Professional Experience

Al Sultan Bakery & Markets L.L.C, Abu Dhabi, UAE

Accountant

Oct/2022-Present

- Managed accounts payable/receivable, payroll, and financial reporting.
- Prepared monthly financial statements and analyzed variances.
- Streamlined accounting processes, improving accuracy by 15%.
- Ensured compliance with VAT regulations and tax filings.
- Collaborated with internal teams for budgeting and forecasting.

Snap Idea Wedding Events, Abu Dhabi, UAE

Administration Manager

Jan/2022-Sep/2022

- Oversaw daily administrative operations, ensuring smooth coordination between departments.
- Managed vendor contracts, procurement, and event logistics to meet tight deadlines.
- Implemented improved workflow processes, increasing team efficiency by 20%.
- Supervised scheduling, budgeting, and compliance with company policies.
- Facilitated effective communication between staff and management to resolve issues.

Soft Solution, Gujranwala, Pakistan

Senior Accountant

2017

- Managed financial records, reconciliations, and month-end closings with accuracy.
 - Prepared and analyzed financial statements, ensuring compliance with regulations.
 - Supervised accounts payable/receivable, payroll, and tax filings.
 - Implemented cost-saving strategies, reducing expenses by 10%.
 - Trained and mentored junior accounting staff, improving team efficiency.
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Education

B.Com Part 1 2020

Punjab University, Pakistan

Intermediate 2018

Govt. College, Pakistan

Languages

English (Proficient)

Arabic (Advance)

Urdu (Native) & Hindi Speaking (Native)

Certifications

MS OFFICE

ZOHO Accounting

Brilliant ERP Accounting

Graphic Designing

Architecture (AutoCAD) & 3D Max Designing

ERP Specialist

- System Implementation and Configuration
- User Training and Support
- Data Management
- Budgeting and Forecasting
- Reporting and Analysis
- Project Management
- Collaboration with Stakeholders