

I am a highly skilled accounting professional with extensive expertise in Tally, Excel, and proprietary accounting software. With a proven track record of managing customer relationships and delivering high-quality results under tight deadlines, I thrive in fast-paced and demanding environments. Eager to take on a new and challenging role, I aim to leverage my technical proficiency, educational background, and dedication to contribute meaningfully to organizational success. I am committed to upholding the highest standards of integrity, efficiency, and professionalism while driving growth for both the organization and myself.



# Mirza Nabeel Sabir

ACCOUNTANT

## CONTACT

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**Driving License:** LTV

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## SKILLS

- Microsoft Office
- Accounting software
- Cash Management
- Analytical points on Financials
- Bank positions

## WORK HISTORY

JAN 2022 - JAN 2025

### Senior Accountant

MMM Mobile Trading LLC | Deira, Dubai

- Managed all accounting transactions, including sales and purchase invoices in Tally software with IMEI tracking, ensuring accuracy and compliance.
- Reconciled accounts payable and receivable, resolving discrepancies to maintain accurate financial records.
- Prepared and maintained balance sheets, profit/loss statements, and financial reports to support decision-making.
- Ensured timely processing of bank payments, including rent cheques and vendor invoices, to maintain cash flow efficiency.
- Conducted monthly and year-end closing procedures, including journal entries, reconciliations, and financial reporting.
- Audited financial transactions and documents to ensure compliance with internal policies and regulatory standards.
- Collaborated with external auditors, preparing audit-ready documentation and addressing inquiries during audits.
- Streamlined month-end closing processes, reducing the timeline from 10 days to 5 days without compromising accuracy.
- Improved cash flow management by implementing stricter credit

- Interaction with Auditors
- Finalization of Accounts
- Controlling Debtors
- Controlling Creditors
- Preparation of outstanding list
- Bank reconciliation
- Expense tracking
- Payroll processing
- Tax preparation
- Expertise in TALLY
- Database management

## EDUCATION

FEB 2012

### Bachelor of Arts

Commerce | AIOU Islamabad | ISLAMABAD

GPA: 1st Division

- 3.0 GPA

SEP 2007

### Intermediate of Commerce

Commerce | AIOU Islamabad | ISLAMABAD

GPA: 1st Division

- 3.2 GPA

APR 2003

### Matriculation (Science)

Science | BISE Gujranwala | GUJRANWALA

GPA: 2nd Division

AUG 2009

### Diploma in Computer Science

Computer Science | ACCCS Gujranwala |

ASIAN COLLEGE OF COMMERCE &

COMPUTER SCIENCE

GPA: A Grade (1 Year)

control policies and optimizing financial processes.

- Analyzed financial statement discrepancies, identified root causes, and recommended corrective actions to enhance accuracy.

JAN 2018 - JAN 2021

### Senior Accountant

(STN) Sitronics Mobile Trading LLC | Deira, Dubai

- Conduct in-depth analysis of business operations to forecast future revenues and expenses, providing actionable insights for strategic decision-making.
- Accurately record and manage daily financial transactions, including sales and purchase invoices, using Tally ERP software.
- Design, implement, and maintain robust recordkeeping and accounting systems to enhance organizational efficiency and compliance.
- Evaluate and determine the appropriate handling of financial transactions in alignment with organizational policies and regulatory standards.
- Review, investigate, and resolve discrepancies, errors, and inconsistencies in financial entries, documents, and reports to ensure data integrity.
- Prepare and oversee the development of comprehensive financial and statistical reports to support management and operational needs.
- Generate key financial statements, including income statements and balance sheets, to provide a clear overview of the organization's financial health.
- Manage and maintain the computerized accounting system, ensuring the accuracy and security of financial files and records.
- Prepare daily reports on petty cash and cash-at-bank balances to monitor liquidity and cash flow.
- Maintain and update ledgers for customers and suppliers, ensuring accurate tracking of accounts payable and receivable.

JAN 2016 - JAN 2018

### Accountant General

Esmaeil Ali Asghar household Appliances and Trading LLC | Dubai

- Oversaw end-to-end accounting operations, including accurate recording of sales and purchase invoices in Tally software with IMEI tracking, ensuring compliance and precision.
- Performed reconciliations of accounts payable and receivable, identifying and resolving discrepancies to maintain financial accuracy.
- Prepared and managed balance sheets, profit/loss statements, and financial reports to provide actionable insights for strategic decision-making.
- Ensured timely processing of bank payments, including rent and vendor invoices, to optimize cash flow and maintain financial stability.
- Led monthly and year-end closing processes, including journal entries, reconciliations, and comprehensive financial reporting.

## SOFTWARE

### Tally

Advanced

### Microsoft Excel

Advanced

### Microsoft Word

Advanced

## ACCOUNTING SOFTWARES

Advanced

- Conducted internal audits of financial transactions and documents to ensure adherence to organizational policies and regulatory standards.
- Excellent communication skills, both verbal and written.

JAN 2014 - JAN 2016

### Accountant

Read Foundation | GC Charhoi, Azadkashmire

JAN 2011 - JAN 2013

### Student Affairs Officer

GIFT University | Gujranwala

## CERTIFICATIONS

Employee of the Year (2015) - Read Foundation  
Award from GIFT University for Annual Sports Gala  
Typing Test Certificate (60 WPM, 90% accuracy)  
Diploma of Computer Applications

**LANGUAGES :** English, urdu, Hindi

## PERSONAL INFORMATION

- Passport Number: AX5020912
- Father's Name: Sabir Ali
- Date of Birth: 05/19/86
- Nationality: Pakistani
- Marital Status: Married
- Religion: Islam (Sunni)

## INTERESTS

Outside of work, I enjoy reading and traveling. These activities help me relax and stay creative.