

Muhammad Kaleem Akhtar

Sr. Professional Accounts Officer



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D.O.B. 08-04-1980

Visa status: Freelancer Employment
23-9-2026 Dubai UAE

Languages

ARABIC – C2

ENGLISH– A1

URDU, HINDI, PUNJABI – A1

Core Competencies

Key Account Management

Excellent Presentation Skill

Effective Problem Solving

Persuasive Communication

Decision Making&Teamwork

Adaptability&Integrity

Achievements

1. Best Performer, Employee Month Award In Saudi Arabia
2. Received: Silver trophy & a certificate Head of Al Osais Intel Holding Company Saudi Arabia.
3. Best Employee of the Year, Certificate of Appreciation for Performance in 2008 Awarded by: Royal Commission, Khursaniya, Project MD in Saudi Arabia.



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Summary

Energetic and Highly talented Executive with high quality experience in multi-cultural environment with Saudi Arabia, UAE & Pakistani leading Companies & Combine passion for public relations, also worked in Accounts departments.

- Consistently noted by senior Management, staff, and co-workers for superior job performance, creativity, solid work ethic, and timely completion of all assignments meeting deadlines.
- Excellent communication skills in English, Urdu, Arabic and ability to interact effectively at all levels with Senior Executives.
- Strongly self-motivated, enthusiastic, and committed to professional excellence. Noted for positive rapport with co-workers and clients. Adept at establishing effective working relationships with clients and colleagues. Seeking a challenging long-term position within dynamic, high growth organization that will allow growth into positions of broader responsibility.

Experience

1. Arabian Desert Safari Dubai-UAE Sr Accounts Officer March 2024 to till Date
2. Go Delivery Pvt.Ltd Sr. Accounts Executive June 2022 To Feb .2024
3. Sigma Refrigeration Ltd. Audit.Accounts officer Feb.2018 To 1 May.2022
4. Twaref Cont.co. Saudi Arabia Manager Accounts & Admin. July 2015 to Dec. 2017
5. Mustafai High Secondary school Accounts & Admin . officer May 2011 to June 2015
6. Emirates Vision Metal Works Abu Dhabi UAE Accounts officer Feb.09 to April 11
7. Al Osais Intel Holding Co .Saudi Arabia Accounts officer March 2007 to Dec. 2008

Education

M.B.E (Master in Business Economics)

B. COM Bachelor of Commerce

D.B.A

MATRICULATION

B.Z. University Multan-Pakistan

Punjab University Lahore-Pakista

P.B.Technical, Lahore-Pakistan

D.G.Khan Board-Pakistan

Certifications, Reports

- ✓ Successfully completed Dac Easy Certification of Accounts in Saudi Arabia score of 90 %.
- ✓ Successfully completed Quick Book 2010 & Dac Easy 2010 Accounts Certification Software Courses in EVMW Abu Dhabi, & Mass Education System Abu Dhabi, UAE.
- ✓ Certification in Proficiency in English Language from Layyah College of Commerce Pakistan 94 / 100.
- ✓ Made Global Strategies working key points (Global Competitive Advantages, 4 p's) & Literature Review of Preferential Trade between Turkey & Pak. Main Issues (Indus. Growth & foreign exchange).
- ✓ Seeking the Operational Difference between Mobilink & Ufone (Strength / Networks/ Packages).
- ✓ Practical Internship Experience in U B L on Accounts / Operation Management, W.E.F (16-07-2003 to 18-10-2003 & (10-06-2005 to 10-08-2005) Requirement of B.COM & Master Degrees.
- ✓ Major Stock Exchange Feature, Operations, Functions, and Procedures of Dealing.
- ✓ Project of Business Policy & plan of New Business (Function/ Operation/ Structuring).

Computers & Other Experience

- Microsoft Windows XP, Vista, 98, 2000. & 6 Months Basic Computer Certification in LICCS.& 3 Months Computer Hardware & Maintenance Certification in PICCS.
- 4 Years Visiting Teaching Experience in Colleges of Multan, Layyah & Islamabad-Pakistan. & Intro.to Computer hardware and Software.
- 6 years teaching exp. In School & College of Layyah ,Islamabad & Dubai (UAE).
- 5 years Audit Experience of Public & Ltd. co. Of Gulf & pakistan.