

To,

HR Manager,

**Subject: Application for the post in Accounts Department**

Dear Sir/Madam,

**Good day!**

I am offering my services as Manager at Pak Cotton Textile L.L.C Dubai. Let me have the opportunity to introduce myself to you.

I'm a post graduate in MBA Finance from Virtual University of Pakistan. I have more than 11 years of diversified experience manufacturing industry.

My work experiences likewise gave me a lot of knowledge, developed my professional skills and taught me to work independently and with less supervision.

I can be reached any time via e-mail [salman.sheikh1986@gmail.com](mailto:salman.sheikh1986@gmail.com) or Mob# [+66855806715](tel:+66855806715).  
Whatsapp# [+92 333 654 8607](tel:+923336548607)

I hope that my application merits your preferable attention.

Thank you and looking forward to hear back from you soon.

**Yours Sincerely,**



**Muhammad Salman Asif**

# MUHAMMAD SALMAN ASIF

MANAGER@ PAK COTTON TEXTILE L.L.C  
UNITED ARAB EMIRATES



OBJECTIVE TO BE ABLE TO GET A JOB AS ACCOUNTS OFFICER / ACCOUNTANT / MANAGER IN A COMPANY WHERE I CAN DEMONSTRATE MY EXPERIENCE OF SOME YEARS IN THE FIELD OF ACCOUNTING AND ALSO GAIN KNOWLEDGE AND EXPERTISE IN OTHER ASPECTS OF ACCOUNTING. AUGMENT MY KNOWLEDGE IN ACCOUNTING AND FINANCIAL SERVICES THROUGH HANDS ON EXPERIENCE IN THE FIELD.

+66855806715

salman.sheikh1986@gmail.com

## WORK EXPERIENCE:

### I. Pak Cotton Textile L.L.C. Dubai, (UAE)

(From May 2016 to Till NOW)

As Manager.



Major job responsibilities includes the following:

- ❖ Researching clients and markets.
- ❖ Liaising with clients, other agency staff and external suppliers of goods and services.
- ❖ Developing ideas for promotional marketing campaigns.
- ❖ Briefing other agency staff, such as creative teams and production departments.
- ❖ Attending meetings and sharing ideas at brainstorming sessions, reporting back details of discussions.
- ❖ Monitoring the progress of work and producing status reports.
- ❖ Preparing and checking invoices and bills.
- ❖ Assisting in the preparation of presentations to clients.
- ❖ Carrying out a variety of administrative tasks

### II. Pak Cotton Textile L.L.C. Dubai, (UAE)

(From May 2014 to April 2016)

As Accounts and Sales Executive.



Major job responsibilities includes the following:

- ❖ Planned and evaluated all accounting procedures and policies to ensure transactions are efficient/ effective, accounting is accurate and complete.
- ❖ Managed overall accounting operations including payables, receivables, monthly reconciliation. Projected finances for long term investments and future projects of the company.
- ❖ Prepared and auditing all financial statements including monthly financial statements, monthly closings, monthly accounts payable, accounts receivable, and monthly cash flow statements. Assisted the upper management with formulation of annual budgets
- ❖ Reconciled bank statements, cash accounts, accounts receivable and payable balances on a monthly basis. Prepared year-end schedules for audit.

### III. Sitara Developers (Pvt.) Ltd. (Pakistan)

(From May 2011 to April 2014)


As Cost Controller.



- ❖ As COST CONTROLLER I was involved in preparation of budgets, accumulation of standards and actual cost data and calculation and following up of variances. Conduct ongoing process constraint analyses, Report on breakeven points by products Etc.

### Pharma Packages (Pakistan)

(From October 2007 to April 2011)

- ❖ As ACCOUNTS OFFICER; I planned and  Pharma Packages procedures and policies to ensure transactions are efficient/ effective, accounting is accurate and complete. Managed overall accounting operations including payables, receivables, monthly reconciliation, Etc

## EDUCATION:

Master's in Business Administration,  
MBA (2011)

MAJOR:

Finance

Institute:

Virtual University of Pakistan

Bachelor in Commerce,

B.Com (2007)

MAJOR:

Commerce

Institute:

University of Agricultural Pakistan

Training Session attended (2018)

Value-Added Tax (VAT)

Institute:

Berkeley Middle East UAE

## SKILLS & EXPERTISE:

INDUSTRY KNOWLEDGE	GENERAL ACCOUNTING
	ACCOUNTS PAYABLE/RECEIVABLE
	OPERATIONS MANAGEMENT
	INTERNAL CONTROLS
	PRODUCTION COSTING
	BUDGETING
	E-COMMERCE
	CASH FLOW
TOOLS	ORACLE I6
	TALLY ERP
	GOOGLE DRIVE
	MS. OFFICE
INTERPERSONAL SKILLS	COMMUNICATION
	TEAMWORK
	PROBLEM SOLVING MANAGEMENT
OTHER SKILLS	LEADERSHIP
	GROWTH INITIATIVES
	COST SAVINGS

TOTAL EXP: MORE THAN 11 YEARS  
CAREER STAGE: MID – SENIOR LEVEL  
MANAGEMENT