

MUHAMMAD MOIZ HAIDER

Accountant

Riyadh, Saudi Arabia | +966 57 929 2704

moiz.haider.khan5514@gmail.com

[linkedin.com/in/muhammad-moiz-haider-55759835a](https://www.linkedin.com/in/muhammad-moiz-haider-55759835a)

PROFESSIONAL SUMMARY

Accounting professional with expertise in billing, accounts receivable/payable, financial reporting, and cash management. Skilled in MS Excel, ERP systems, and maintaining financial records. Experienced in streamlining processes, reconciling statements, and supporting organizational efficiency with strong analytical and communication skills. Holds a transferable, valid Iqama.

PROFESSIONAL EXPERIENCE

Accountant,
First Fix

November 2025 – Present
Riyadh, Saudi Arabia

- Prepared and posted accounting entries for sales, purchases, expenses, and petty cash transactions.
- Recorded sales invoices and purchase invoices in the accounting system.
- Posted prepaid expenses and accrual entries.
- Recorded sales transactions, outgoing payments, and receipts.
- Ensured accurate recording of all business transactions to maintain financial integrity.
- Recorded assets, depreciation, and impairment of assets.
- Recorded GOSI expenses.
- Performed monthly reconciliation of all ledger accounts and corrected discrepancies.
- Prepared monthly bank reconciliations with 100% accuracy.
- Reconciled customer and supplier ledger accounts with 100% accuracy.
- Handled supplier invoices from receipt to timely payment.
- Gathered and verified invoices for appropriate documentation before processing payments.
- Reviewed and approved payments in line with company policies.
- Performed daily cash management duties, including petty cash expenses.
- Reviewed expenses and payroll records to ensure accuracy and accountability.
- Prepared and filed VAT returns.
- Prepared audit schedules and supporting documents; ensured compliance with regulatory audit requirements.
- Identified and understood client needs through proactive engagement and relationship-building

Billing Executive
TOP 10 Marketing

July 2024 – October 2025
Islamabad, Pakistan

- Collated, prepared, and issued customer account information, including invoices, bills, inventory records, and financial statements, using computerized and manual systems
- Adjusted customer payments in the accounts receivable system to ensure accounts were credited correctly
- Operated database software and electronic Terminus Billing System (ERP) to review financial data, correct discrepancies, and reconcile accounts
- Managed administrative tasks including filing paperwork, answering phone calls, preparing meeting documents, and managing supervisor calendars
- Process payments, handle transactions, and update records.
- Address customer queries regarding invoices, payments, or billing issues.
- Ensure billing practices comply with company policies and regulations.

EDUCATION

Bachelor of Science in Economics

2020 – 2024

Quaid-I-Azam University, Islamabad, Pakistan

Relevant Coursework: Financial Economics, Statistics, Business

SKILLS

Technical Skills:

- Terminus Billing System (ERP Customized)
- Microsoft Office Suite (Excel, Word, PowerPoint) – Advanced
- Financial Reporting and Analysis
- Accounts Payable (A/P) and Accounts Receivable (A/R) Management
- General Ledger Maintenance
- Budget Preparation and Management
- Strong understanding of Accounting Principles and their application
- Hands-on MS Office and Accounting Software, QuickBooks, ERP.
- Time Management
- Attention to detail
- Strong Verbal and written communication skills.
- Working in a team and as a team leader.
- Adaptable to the situation and working environment of the organization.
- Management
- Problem solving

Core Competencies:

- Bookkeeping and Financial Record Management
- Cash Handling and Petty Cash Management
- Account Reconciliation
- Invoice Processing and Billing
- Regulatory Compliance
- Data Analysis and Reporting

CERTIFICATIONS & TRAINING

- Communication and Interpersonal Skills Course
- Microsoft Office Suite Certification (Word, Excel, PowerPoint)

LANGUAGES

- **English:** Professional Working Proficiency
- **Urdu:** Native Speaker
- **Arabic:** Basic (Learning)
- **Punjabi** Professional Working Proficiency

ADDITIONAL INFORMATION

- **Nationality:** Pakistani
- **Visa Status:** Transferable Valid Iqama (Saudi Arabia)
- **Availability:** Immediate
- **Driving License:** Valid KSA Driving License
- **Willing to Relocate:** Yes (GCC Countries)

Reference:

Reference will be provided on demand.