

MUHAMMAD ZAHID NAZIR

ACCOUNTING & FINANCE PROFESSIONAL

📍 Doha, Qatar

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QID: Available | Driving License: Valid | Immediately Available



PROFESSIONAL SUMMARY

Results-driven Accounting & Finance professional with 3+ years of experience in Doha, Qatar, managing high-volume financial operations and leading small finance teams. Proven track record of processing 200+ weekly transactions with zero-error tolerance, achieving 98% cash reconciliation accuracy, and consistently meeting 100% of monthly financial reporting targets. Skilled in QuickBooks, MS Excel, team leadership, and budget variance analysis. Immediately available for an Accounting, Finance, or Team Leader role in Qatar. Collaborated with a cross-functional team of 8 staff across finance, operations, and front desk to ensure seamless daily financial workflows and zero communication gaps.

CORE COMPETENCIES

Financial Record Keeping	Accounts Payable & Receivable	Invoice Processing	Cash Reconciliation	MS Excel & Reporting
QuickBooks Basics	Data Entry & Accuracy	Financial Reporting	Budget Tracking	Administrative Coordination

WORK EXPERIENCE

Front Desk & Finance Operations Assistant

Jan 2022 – Present

Hospitality & Operations Sector | Doha, Qatar (2026 – Present) & Pakistan (2019 – 2022)

- Led a team of 3 junior finance assistants in Doha, Qatar, overseeing daily financial records for 50+ billing transactions with 100% accuracy and full compliance with operational and audit standards.
- Processed and verified 200+ invoices, receipts, and payment documents per week in the Qatar operations, achieving zero-error tolerance and ensuring smooth accounts payable and receivable cycles with on-time vendor payments.
- Conducted daily and monthly cash reconciliation across multiple Qatar accounts, achieving a 98% first-pass accuracy rate and resolving all discrepancies within 24 hours to maintain audit-ready financial statements.
- Produced weekly and monthly financial summaries, cash flow reports, and revenue tracking dashboards in MS Excel, directly supporting senior management decisions and operational planning.
- Trained and mentored 2 new team members on QuickBooks and Excel-based financial systems in Doha, cutting data entry errors by 40% and reducing retrieval time significantly within the first 3 months.
- Acted as Team Lead during peak operational periods in Qatar, assigning tasks to finance team members, monitoring daily targets, and delivering consolidated departmental financial reports to senior management with zero delays.
- Consistently achieved 100% of monthly financial reporting targets by tracking actual vs. projected expenses, preparing variance analysis reports, and enabling management to reallocate resources efficiently — contributing to a 15% reduction in operational cost overruns.

EDUCATION & QUALIFICATIONS

Intermediate – Accounts & Finance

Board of Intermediate Education, Pakistan

2020

Diploma – Sales & Logistics Management

Professional / Technical Institute

2022

LANGUAGES

Urdu (Native) | **English** (Fluent) | **Hindi** (Fluent) | **Arabic** (Basic)

KEY STRENGTHS

✓High Attention to Detail	✓Strong Numerical Accuracy	✓Multi-Currency Transactions
✓Deadline-Driven Work Ethic	✓Cross-Cultural Communication	✓Fast Learner & Adaptable