**First Name of Application CV No 1645146**

Whatsapp Mobile: +971504753686



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**CAREER OBJECTIVE:**

A confident multi-skilled and capable accountant and also have experience of administration. Exceptional analytical and problem solving skills. Determined To secure a challenging position in a vibrant organization, which recognize my individual creativity and flair, yet facilitate personal and professional growth of its individual members through teamwork.

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**PROFESSIONAL WORK EXPERIENCE:**

**Organization:** **Unique High School/Academy**

**Tenure:**  **Jan 2013– Feb 2016**

**Designations:** **Office In charge**

**Responsibilities:**

* Handling of Accounts.
* Preparation of monthly statement.
* Managing the student’s record.
* Supervising junior financial staff.
* Overview of building maintenance.

**Organization: Shoaib Traders**

**Tenure: Feb 2011- November 2012**

**Designations:** **Head Cashier**

**Responsibilities:**

* Accurately control the cash funds and ensure a proper handling of cash from cashiers.
* Prepare journal entries on accounting software.
* Reconciliation of cheques and cash count on end of day.
* Ensure that workload is equally divided among subordinates.
* Perform cashier duties during cashiers’ absence or extreme workload.

**ACADEMIC EDUCATION:**

**EXAMINING BODY: YEAR**

* Bachelors of Arts University of Punjab 2015
* Graduation Punjab College of Commerce 2010
* Matriculation American Lycetuff 2008

**ADDITIONAL SKILLS: LANGUAGES:**

* MS Word ENGLISH , URDU, HINDI, PUNJABI
* MS Excel

**PERSONAL INFORMATION:**

* Date of Birth : 13-11-1991
* Religion : Islam