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Aslam

Personal Information

**Nationality**  **Pakistani**

**Marital Status**  **Married**

**Visa Status Employment**

**Date of birth** **1 January 1972**

**E-mail**  [**aslam.332063@freemail.com**](mailto:aslam.332063@freemail.com)

OBJECTIVE:

My prime objective is to work in a well reputed organization, where there is a good potential and I can contribute by effectively using my knowledge and experience to be a part of them.

Professional Abilities:

1. Working in **Teams and Individually**
2. Solving the **Customer Problems**
3. Developing and maintaining Relationship between **Customers & Organization**
4. Decision **Making Power**
5. **Operation Management**
6. **Coordinating Skill**
7. **Problem Solving**
8. **ERP**

QUALIFICATION:

|  |  |  |
| --- | --- | --- |
| **Degree** | **Year** | **Board/ University** |
| B.A | 1994 | Punjab University Lahore |
| F.A | 1990 | Board Of Intermediate &Secondary Education, Gujranwala |
| Metric | 1988 | Board Of Intermediate &Secondary Education, Gujranwala |

SHORT COURSES:

|  |  |  |
| --- | --- | --- |
| **Degree** | **Year** | **Board/ University** |
| ***Computer Course*** | 1990 | Global institute of computer science |
| ***ERP*** | 2006 | Al Habtoor Leighton Group |

PROFESSIONAL EXPERIENCE:

|  |  |  |
| --- | --- | --- |
| ORGANIZATION | DESIGNATION | DURATION |
| Allied Bank Pakistan | Cashier | From 12\_08\_1998 to 30\_03\_2005 |
| Al Habtoor Leighton Group Dubai | Cashier | 18/05/2005 to 31/12/2014 |
| Al Habtoor Leighton Group Dubai | Senior Payroll petty cash In charge | From 01/01/2015 to 13 July 2016 |

RESPONSIBILITIES

* **Record all customer as well suppliers accounts**
* **Reconciliation of Banks and Parties accounts**
* **Payrolls of employees**
* **Petty Cash Voucher**
* **Operating of accounts software**
* **Journal Entries**
* **Expense JV**
* **Bills Booking**
* **Debit and Credit Note**
* **Material in Transit**
* **Receiving the Payment**

**Driving License United Arab Emirates**

**. Have UAE driving license no.3 valid till 2025**

Hobbies

**Books Reading**

**Traveling**

**Cricket**

Language Skills

English (Speaking, Reading, Writing)

Urdu (Speaking, Reading, Writing)

Punjabi (Speaking, Reading, Writing)

Arabic speaking Understanding

Reference

Reference will be provided, if required….