# D:\Awahab pic.jpgABDUL

# [ABDUL.346686@2freemail.com](mailto:ABDUL.346686@2freemail.com)

**CAREER OBJECTIVE:**

To serve a well-established firm. To be employed in a relevant role permanently by contributing as much as I could to firm’s growth, efficiency and profitability. Adapt to the firm’s culture, to build a sustainable relationship with the firm, my colleagues and clients.

**EDUCATION:**

* Secondary School Completed In Dubai
* O-Levels Completed In Dubai
* A-Levels Completed In Dubai
* Currently Applying for ACCA

**TECHNICAL SKILLS:**

An enthusiastic person to be active in management handling, customer care and IT skills.

* Accounting Skills: Handling Receivables/Payables Trial Balance, Petty Cash, Etc.
* IT Skills: Known MS Office Completely.
* English: fluent in Speaking and writing.

**JOB EXPERIENCE:**

1. **Supervisor Assistant**

**First Solutions Services**  **April 2012- Feb 2013**

* Completing and keeping reports Updated.
* Keeping MIS Updated.
* Handling and managing errors by employees.
* Ability to complete difficult task.
* Good relationship between employees.
* Keeping and handling the bank documents.
* Completed work and sending reports weekly and monthly.
* Handling supervisor’s work efficiently.
* Doing task efficiently and effectively.
* Coordinating and motivating employees.
* Handing documents as work being completed.

1. **Accountant Assistant**

**Cozmo Yachts and Renting Boats LLC April 2014-Oct 2014**

* Keeping records of receivable/payable.
* Preparing Monthly trial balance, invoices and receipts, etc.
* Keeping updated on the firm recent activity and promotion.
* Handling and keeping records of employees.
* Keeping updated of work to management.
* Understanding and doing task as per requested by the management.
* Making and updating salaries of all employees.

1. **Call Center Representative / Accountant Assistant**

**Arctern Digital Agency. Jan 2015-Feb 2016**

* Handling and receiving Canadian customer callers.
* Understanding and communicating messages to customers.
* Conveying clear messages to customers.
* Solving problems faced by the customers.
* Communicating with colleagues and have good relationships with employees.
* Keeping records of receivable/payable.
* Handling petty cash, invoices, etc.

1. **Call Center Representative**

**Ftech Solutions Inc. June 2016-Nov 2016**

* Handling and receiving American customer callers.
* Understanding and communicating messages to customers.
* Handling problems effectively.
* Coordinating to management of future decisions of problems,
* Communicating with colleagues and have good relationships with employees.
* Understanding the decision of management doing according to the decision.
* Ability to have problem solving ability and getting work proficiently.
* Ability to bounce back with every situation.

**Personal Information:**

* DOB: 5/5/1995
* Marital Status: Single
* Nationality: Pakistani
* Religion: Islam
* Visa Status: Work Visa