Name: ARSLAN

[ARSLAN.366614@2freemail.com](mailto:ARSLAN.366614@2freemail.com)

Personal Profile

**Nationality Pakistani**

**Religion Islam**

**Marital Status Single**

**Domicile Kashmir, Pakistan (Rawalpindi)**

Summary

**I am highly committed, resilient and tenacious with exceptional talent, excellent communication and Interpersonal Skills. I believe i have substantial knowledge, commitment, and professional experience and on top of that i am a fast learner that can add new dimension to any organization.**

Objectives

**To work for personal and professional development in a competitive environment where there are high chances of growth along with the growth of the organization.**

**Education**

**(2014)**

**Bachelors In Computer Science**

**(BSCS)**

**Barani University Of information Techonology**

**(2010) Intermediate In Computer Sciences**

**(ICS)**

**Hamza Army Public School & Colleges**

**(2008) Matriculat Fedral Goverment Boys Higher Secondry School Islamabad**

**Professional Experience**

* **Worked 09 Months as an Assistant Accounts ( Al-Madar Building Contract L.L.C Sharjah U.A.E)**
* **Verification of all Types of Accounts Vouchers**
  + Verification of the Payroll of the Company.
  + Bank Reconciliation Statement & Cash Flow of the company.
  + Verify the Costing of the Production batches of the company.
  + Overall Supervision of the office work.
* Verification of Manual ledgers of the company
  + Verification of the Daily Supply Report (DSR) of the company.
  + Responsible for the Accounts Payables & Accounts Receivables.

* **Responsibilities**
* Verification of party bills.
* Verification of factory petty cash bills.
* Preparation of Bank Reconciliation Statement.
* Verification of Payments & Receipts of the Parties.
* Also do the relative tasks assigned by the management.
* Liaison with the bank.
* Looking after the work of Sales
* & Payroll etc.
* Reconciliation with parties (Debtors & Creditors)
* Maintain Manual Accounts.
* Responsible for Accounts Payables.
* Maintaining Cash Book.
* Maintaining Ledger Accounts**.**
* **Worked 18 Months as a Purchasing Representative (Duniah Al-Afkaar Tech. Cont. Sharjah U.A.E)**
* New Trade Licence or renewal of trade Licence
* Submission of new Work Permit Visa/Residence Visa
* New or Renewal of Offices/Houses/Shops Agreements
* Renewal or new registration of cars in the name of company or person.
* All work related to Tasheel, Tasjeel, Baladiah, Imigration, Labour Office, Electricity Department and all other government offices.
* Purchasing of approximately all type of material related to Building Maintenance, Food, Electronics and etc.
* **Worked 01 years as Administration Assistant in American Grammar School Rawalpindi (Pakistan)**
* **Worked 01 year as Computer Operator in Skin Glow Company as a Data entry opretor (Pakistan)**

**Skills**

* **Excellent skills in Management and Administration.**
* **Excellent Knowledge about the all Labour Laws Of U.A.E.**
* **Excellent skills in Microsoft Office (MS Word, MS Excel, MS Power Point, MS Paint etc.**
* **Excellent Skills in all type of Computer software and also have a good ability of solving the problem or any error occur in computer.**
* **Fast English Typing Speed**
* **Excellent interpersonal, report writing, negotiation, and communication skills**
* **Organizational and leadership skills.**

Languages

* Urdu R/W/O (Excellent)
* English R/W/O (Excellent)
* Arabic R/W/O (Average)

References

Will be furnished as per requirement