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 Rawal

**Dubai ,UAE**

**Visit Visa ( Until 25th December-2017 )**

**E-Mail:** [**rawal.374101@2freemail.com**](mailto:rawal.374101@2freemail.com)

**PROFESSIONAL PROFILE**

To work in a progressive and dynamic corporate environment and to apply current and innovative business tools and in turn contributing to the success of the esteemed institution.

**PROFESSIONAL EXPERIENCE**

1 Year as An Retail Salesman in Wall Mart .

**Duties and Responsibilities**:

* Convince Costumer.
* Provide Product Information.
* Good Communication.
* Take Care of Items.
* Active Mind
* Look after Sales

1 Year as an Accountant in Private Company

**DUTIES & RESPONSIBILITIES**

* By Using Excel and Tally Software.
* Prepares asset, liability, and capital account entries by compiling and analyzing account information.
* Prepare Daily , Weekly , Monthly Income & Expense Records
* Maintains accounting controls by preparing and recommending policies and procedures**.**
* Handle Cash
* Prepares payments by verifying documentation, and requesting disbursements.
* Prepare Financial Records
* Posting and processing journal entries to ensure all business transactions are recorded
* Handle Cash of the Company
* Updating accounts receivable and issue invoices
* Updating accounts payable and perform reconciliations
* In Contact with Govt Tax Department

**Accounting Software**

Use Tally ( Accounting Software ) , Excel

**Key Skills**

Task Oriented, Bear Pressure, Good Communication Skills,

MS Office, Basis Computer Skills , Team Work.

**Character**

No Police Record in Any Case , No drug Addict.

**EDUCATION**

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| --- | --- | --- |
| **Degree** | **Year** | **Board/University** |
|  |  |  |
| B.Com ( Commerce ) | 2015 | University of Sargodha |
| I.Com ( Commerce ) | 2013 | Lahore Board |
| Metrics | 2011 | Lahore Board |

**INTERESTS**

Reading,Social Work,Cricket,Watching Movies

**PERSONAL DETAILS**

**Date of Birth 12-Dec-1996**

**Nationality Pakistani**

**Religion Christian**

**City Lahore**

**CNIC # 35202-7277014-5**

**LANGUAGES**

English, Urdu, Punjabi

**REFERENCES**

Will be furnished when required