**Ansar** Visa status: Visit

Email: ansar.376701@2freemail.com **MBA 3.5 years in Finance**

Address :Dubai 2 years experience in accounting.

C/o-Cell no: +971504973598 Proficient in Microsoft Excel and peach tree.

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| **Objectives:**Looking forward for an opportunity to work in a challenging environment, where I can utilize my knowledge skills in contribution effectively to the success of the organization and also for the improvement of my personal skills. |

**Professional Experience:**

* **Organization: Nestle Distribution (December 2015 to May 2017)**

**Department: Accounts and Finance**

**Position: Assistant Accountant**

**Job Description:**

* Daily Stock report to the Manager.
* Daily Cash Sale of Products.
* Issue and Receiving of Products and ensure that the quantity of Products is fulfilled.
* Making Salaries of Employees.
* Daily Conversion Report.
* Data entry of Stock in Microsoft Excel on daily Basis.
* Manage day to day expenses.
* Maintain all record of Products available in Stock.
* **Organization: Gelaf Carton Boxes Manufacturing LLC UAQ.UAE**

**Department: Accounting and Finance**

**Position: Assistant Accountant**

**Job description:**

* Daily Cash Sale report to Manager.
* Make Recovery Statements of customers.
* Fill cheque slips for deposit Checks in Bank.
* Request the banks to issue new cheque books.
* Manage Day to Day expenses and report to Manager.
* Maintain all record of Office.
* Maintain daily over time of employees.
* Maintain Daily Conversion report.
* Receive Stock and Balance then total raw material received from companies.

**Tools:**

* Microsoft Excel
* Peach tree

**Qualifications**:

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| **Education** | **Institute** |
| I.Com | Punjab college of commerce Gujranwala, Pakistan |
| B.Com | University Of Punjab, Lahore, Pakistan |
|  MBA (3.5 Years) | University Of Gujrat, Pakistan |

**Certificates:**

6 weeks Internship in Pepsi Cola International.

Merit laptop by Government of Punjab

Peach tree Training.

**Skills & Capabilities:**

Proficient in MS Word, MS Power Point and MS Excel

Peachtree Accounting Software

Communication Skills

**Interests:**

To learn something new every day

Reading newspaper

Surfing Internet

**Languages:**

English, Urdu, Punjabi

**Personal information:**

Date of Birth: - 22-February 1991

Nationality: - Pakistani