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| **Ahsan** **E-MAIL:** ahsan.381781@2freemail.com **VISIT VISA**  |  |

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| **Career****Objective** | Looking for Accounting or Finance job to revamp my career in a corporate setting which encourages learning and growth. The organization in which my long term career enhancement is possible and for which I can be a strategic fit in value creation process, is the ideal organizational setup I intend to work in. |
| **Job****Experience****Responsibilities****Job****Experience****Responsibilities****Job****Experience****Responsibilities****Job****Experience****Responsibilities****Professional****Qualification****Strengths and****Skills****IT Skills****Personal** **Info****Languages****Reference** | **AL JAMAHEER AL ARABIAH KITCHEN (SHARJAH) UAE.****17 MAY ACTIVITY OF ACCOUNTANTS**  **•** Quotation prepare  **•** Prepare cheque for Payment* Salary Sheet Prepare
* Daily Attendance Sheet Maintain
* Tax working preparation (VAT)
* Prepare Income Statement / Cash flow statement

For report to higher Authority Management* Inventory Control / Cash Handling

**ACCOUNTS OFFICER AT TOTAL TECHNOLOGIES (PVT) LTD.** **(PAKISTAN) MAY 2017 to MARCH 2018** * Travelling & Daily Allowance Branch Expenses prepare
* Prepare & posting journal and cash payment voucher
* Prepare & posting of Receipt and Bank payment voucher
* Bank Guarantee & Advance Remittance
* Salary Sheet Prepare and Enrollment of all Employee
* Cash handling

**COMPUTER OPERATOR AT EASY TYPINNG & DOCUMENT CLEARING L.L.C (UAE)****JAN-,2017 To APRIL-2017** * Quotation / Document prepare
* Salary Sheet Prepare and transfer for company
* Cash handling

**ASSISTANT ACCOUNTS OFFICER AT GENETICS PHARMAEUTICALS (PVT) LTD PAKISTAN****Aug-,2015 To Jan-2017** **•** Prepare of Bank Reconciliation Statement at the end of Month.**•** Prepare of vendor and customer Reconciliation Statement **•** Invoice posting & Prepare expenses sheet according to Accounting policy. **•** Maintaining daily transaction* **BACHELOR OF COMMERCE (2013)**

PUNJAB UNIVERSITY OF LAHORE* Knowledge of supplies, equipment and services ordering and inventory control
* Ability to reconcile stock counts to report data
* Analyzing and Problem solving Ability
* Strong work ethic and ability to interact well with the people at various level within the organization
* Peachtree /MS Office /other Accounting software

Shorthand and good typing speed * Email, Internet, & Web Browsing applications

 **Nationality:** Pakistani **Date Of Birth:** 12-01-1989 **Religion:** Islam **Marital Status:** Single English & Urdu. Will be furnished on demand. |  |