

**Nasir**

**Visit visa till 22-01-2021**

|  |
| --- |
|  |

**CAREEROBJECTIVE:**

**Looking for an Admin/ Accountant/Account Assistant position with a renowned firm where a**

**proven track record of handling accounting work in a busy office environment will be fully**

**Utilized.Well-versed in Financial, Admin, Secretarial and Customer Services.**

**CAREER PROFILE/SKILLS:**

* **Finance**
* **Secretarial Duties**
* **Book keeping**
* **Data organization**
* **Multitasking**
* **Administration**
* **Custom clearance (E-Mirsal I & II ) Operations (Export / Import)**

**PROFESSIONAL WORK EXPERIENCE:**

(IMPORT AND EXPORT COMPANY)

**Tenure:**  20 Oct 2018 to 15 April 2020

**Designation:** Accountant / Export and Import documentation on Mirsal II

**Responsibilities:**

* Sales Invoices, Receipt and payments and Customer follow up
* Administer accounts receivable and accounts payable
* Handling Patty Cash and Bank
* Making Financial Statement Every month and yearly
* Arranging releases . Reconcile and maintain balance sheet and Agents Account
* Prepare Data for corporate budget
* Making Bill of Entry for Export and Import cargo on Mirsal II

**Achievements:**

* Get knowledge To Work On **Ms office and Quick Books**
* Making Charts of Accounts and making entries on **Quick Books**
* Import and Export Declaration, Internet browsing , Converting any File to Different Format
* Ed passing, Generating E-Token and making invoice (E-Mirsal I & II)

**Organization:** **Sunrice Foods (Pvt) Ltd**

(Import and Export Company)

**Tenure:**  Feb , 2016 –Nov ,2017

**Designation:** Account Assistant

**Responsibilities:**

* Sales Invoices, Receipt and payments and Customer follow up
* Administer accounts receivable and accounts payable
* Handling Patty Cash and Bank
* Making Financial Statement Every month and yearly
* Arranging release . Reconcile and maintain balance sheet and Agents Account
* Prepare Data for corporate budget

**Achievements:**

* Get knowledge To Work On **Ms office and Tally ERP 9**
* Making Charts of Accounts and making entries on **Tally ERP 9**
* Calculation of Tax on **Tally ERP 9**

**ACADEMIC EDUCATION:**

|  |  |
| --- | --- |
| **DEGREE/CERTIFICATION** | **DESCRIPTION** |
| Bachelors of Commerce | **Attested** from UAE and Pakistan UAE Embassy |
| Intermediate from Pakistan | **Attested** from UAE and Pakistan UAE Embassy |
| Matriculation from Pakistan | **Attested** from UAE and Pakistan UAE Embassy) |

**CERTIFICATION/ ADDITIONAL SKILLS:**

|  |  |  |
| --- | --- | --- |
| **Certification** | **Institute** | **Year** |
| Tally ERP 9 | IBAT from Lahore Pakistan | **2017** |
| Quick Books | IBAT from Lahore Pakistan | **2017** |
| Computerized Accounting | Peak Solutions college Lahore | **2015** |
| MS Office | D G Higher Secondary School | **2011** |

**TRAININGS & WORKSHOPS:**

**Training in Government Sector Year - 2011**

* Successfully maintain book keeping, Trial Balance and Financial Statement

**PERSONAL INFORMATION:**

**Nationality : Pakistani**

**Date of Birth : 01/01/1991**

**Driving License : Under process ( Final RTA Test Remaining)**

**UAE Experience : 2 years 5 months**

**Marital status : Single**

**CONTACT DETAILS:**

**Contact Email :** [**nasir-395993@2freemail.com**](mailto:nasir-395993@2freemail.com)

**Reference : Mr. Anup P Bhatia, Market Research HR & IT Consultant**

**Mobile No. : +971504973598**