

OBJECTIVE:

I want to work in a challenging work environment to use my skills in the best possible way for achieving the company's goals and to make a career path for myself.

EXPERIENCE:

Job Description

Nine Soft Serve Riyadh & Dammam (Sept 2020 till Date)

Designation: Accountant

- Reviewing Company Bank Statements.
- Checking Daily Sales for Balancing.
- Managing Petty Cash with Purchaser.
- Preparing Purchasing Sheet for petty Cash.
- Costing Of Products.
- Preparing Attendance Sheet for Employees.
- Making Employees Payrolls.
- Dealing with suppliers for purchasing & other Expenses.
- Preparing Job Offer Letter for new Hiring employees.
- Interviewing New Employees when needed.
- Checking Inventory of daily Usage.
- Counting Monthly ending Inventory.
- Knowledge of VAT & GAZT.
- Issuing Salaries by Muddad.
- Insurance Of Employees Through Tawuniya E-Servies.
- Making Experience Letters for employees.
- Maintained logbooks or records of activities and tasks

Evergreen Company Subcontractor Aramco (June-2020 To Aug-2020 Only 3 Month Project)

Designation: Assistant Accountant

- Maintaining Petty Cash for Site.
- Making Purchases & Expense Sheet for Site Weekly.
- Making Attendance sheet of 450 Employee.
- Preparing Payroll for Employees.
- Marinating Balance sheet for all out going expenses.
- Preparing Quarterly VAT Sheet for All Purchases & Expenses.
- Controlling Cost for site.

EDUCATION:

- **BBA (Hons) – 2016 - Accounts & Finance**

CGPA: 3.43/4

Institute of Business Management Studies (IBMS) Peshawar

- **HSSC – 2011**

Result: 63%

Skills:

- Full Knowledge of MS Office (Especially Excel sheets)
- Tally Knowledge 80%

LANGUAGE SKILLS:

LANGUAGE	READING	WRITING	SPEAKING
Pashto	Excellent	Good	Fluent
English	Excellent	Excellent	Excellent
Urdu	Excellent	Excellent	Fluent
Arabic	Good	Good	Good

REFERENCES:

- Will be furnished on request