

ALI AHSAN

Academic Qualification: Intermediate

Experience: 2 YEARS

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Visa Status: VISIT VISA

Current Location: Dubai - UAE



Summary of Career:

Intend to build a career with leading corporate of hi-tech environment with committed & amp; dedicated people, with a results-oriented company that requires an ambitious and career conscious which will help me to explore myself fully and realize my potential. person where acquired skills, experience, background and education will be effectively utilized toward the continues growth and success of the organization Willing to work in a challenging & amp; creative environment.

ACCOUNTANT Vegas Burger – Fujairah- UAE

- Reconciling the company’s bank statements and bookkeeping ledgers
- Completing analysis of the employee expenditures
- Managing income and expenditure accounts
- Generating the company’s financial reports using income and expenditure data
- Keeping a check on the company’s finances based on financial status
- Filing and remitting taxes and other financial obligations
- Initiating and managing financial and accounting software used by the company.

HR Assistant Super Asia Company Gujranwala Pakistan

- Assist with day to day operations of the HR functions and duties
- Provide clerical and administrative support to Human Resources executives
- Compile and update employee records (hard and soft copies)
- Process documentation and prepare reports relating to personnel activities (staffing, recruitment, training, grievances, performance evaluations etc)
- Coordinate HR projects (meetings, training, surveys etc) and take minutes
- Deal with employee requests regarding human resources issues, rules, and regulations
- Assist in payroll preparation by providing relevant data (absences, bonus, leaves, etc)
- Communicate with public services when necessary
- Properly handle complaints and grievance procedures
- Coordinate communication with candidates and schedule interviews
- Conduct initial orientation to newly hired employees
- Assist our recruiters to source candidates and update our database

Skills and Knowledge

- MS office
- Customer relationship
- Sales Cycle
- Stock Management
- Communication
- SAP-Retail

Personal Details:

Date of Birth	:	03/12/1999
Religion	:	Islam
Nationality	:	Pakistani
Marital Status	:	Single
Language Known	:	English, Urdu,