



ARSALAN AYUB

CONTACT

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Al Falah Street, Abu Dhabi UAE.

PERSONAL DOSSIER

- ❖ Nationality: Pakistani
- ❖ Date of Birth: Jan 21st, 1999
- ❖ Religion: Islam, Muslim
- ❖ Marital Status: Married
- ❖ Passport No: CD1133891
- ❖ Visa status: Visit Visa.

SKILLS

- ❖ Excellent verbal as well written communication skills for efficient client interaction.
- ❖ Good adaptability and flexibility in the working environment.
- ❖ Good analytical and problem-solving skills.
- ❖ Trustworthy and honest.
- ❖ Strong ability to work independently and collaboratively in multiple demanding under critical time frames.
- ❖ Team building or team player.
- ❖ Time management.

Job Objective

To seek a challenging position in a dynamic environment and desires to get an opportunity where I can make the best of my potential and contribute to the organization's growth. Seeking a position in a company where I can launch my career and build a valuable skill set. Seeking a role where I can upgrade my skills with time and take the company to the next level.

Work History

ARFA KARIM INSTITUTE OF TECHNOLOGY.

Position: (Assistant Accounts GENERAL CLERK)

March, 2022 to 30 August 2022.

Job Responsibilities.

- ❖ Responsible for maintaining accurate financial records and transactions, maintaining school bank accounts.
- ❖ Managing and setting budgets, expenditure management and payroll.
- ❖ Drafts document formats and type's forms, letters, reports, memos, contracts and requisitions.
- ❖ Assists in enrolling new students, withdrawing students, and updating student information.

ORGHOUCH PUBLIC SCHOOL DISTT.CHITRAL (L) KPK, PAK

Position: (Accountant)

Oct, 2022 to March 2023.

Job Responsibilities.

- ❖ Provide accounting and clerical support to the accounting department
- ❖ Type accurately, prepare and maintain accounting documents and records.
- ❖ Prepare bank deposits, general ledger postings and statements.
- ❖ Reconcile accounts in a timely manner.
- ❖ Daily enter key data of financial transactions in database.
- ❖ Ensure accurate and timely billing of tuition and collection of fees.
- ❖ Manage cash flow including petty cash bookkeeping.
- ❖ Salary calculations, payroll and pay slip.
- ❖ Ensure accurate management of the fixed asset register.

LANGUAGES

- ❖ **English**
Fluent (Speaking, Reading, Writing)
- ❖ **Urdu**
Native Language
- ❖ **Hindi**
Fluent (Speaking, Understanding)
- ❖ **Pashto**
Fluent (Speaking, Understanding)

Educational Background

CERTIFICATE	DEGREE NAME	BOARD & UNIVERSITY	Passing Year
BS (English)	BS	University of Chitral, kpk, Pakistan	2021
HSSC	FSC	Board of Inter Mediate & Secondary Education Peshawar, Pakistan	2016
Metric	SSC	Board of Inter Mediate & Secondary Education Peshawar, Pakistan	2014

COMPUTER SKILLS

Software:

- ❖ Windows 7/8, Photoshop, Explorer and Considerable Experience in using

Microsoft Office:

- ❖ (Word, Excel, Power Point and Outlook)

Hardware:

- ❖ Configuring/Installation System hardware, PC Troubleshooting.

INTERESTS

- ❖ Movies
- ❖ Reading
- ❖ Cricket
- ❖ Football

REFERENCES

All relevant reference will be provided upon request