



ZAHEER ABBAS

PROFILE

Date of Birth : 09/08/1985

Nationality : PAKISTAN

Marital status : Married

Passport No : FZ1013163

Mobile no : +971- 547471359

Languages : ENGLISH, URDU

Email ID : za62598@gmail.com

Visa status : Employment visa

Skills

- ❖ Communication skills
- ❖ Active listening skills
- ❖ Marketing
- ❖ Social media
- ❖ Problem solving
- ❖ Time management
- ❖ Customer service

Education

❖ Matriculation	2003	B.I.S.E Faisalabad
❖ Intermediate	2006	B.I.S.E Faisalabad
❖ B.com	2008	PunjabUniversity,Lahore
❖ MBA (B&F)	2011	GC University, Faisalabad

Work experience

- ❖ 1.6 Year of experience as a Management accountant at HB Sons Faisalabad in Pakistan
- ❖ 5.6 years of experience as a security officer at AJ Security and safety consultancy in UAE
- ❖ 2.6 Years of experience as an Accountant at Megna Export in Pakistan
- ❖ 1 year of experience as an Accountant at Al Tahab food Faisalabad in Pakistan
- ❖ 3 Month of experience as an Internee at MCB Bank, Faisalabad in Pakistan

Job Responsibilities

- ❖ Manage all accounting transactions
- ❖ Publish financial statement in time
- ❖ Handle monthly, quarterly and annual closing
- ❖ Reconcile accounts payable and receivable
- ❖ Ensure timely bank payments
- ❖ Manage balance sheets and profit / loss statements
- ❖ Bank reconciliation
- ❖ Pay roll
- ❖ Manage invoice of export
- ❖ Insurance payment
- ❖ Local haulage payment

Passport Details

Passport No	: FZ1013163
Issue date	: 03/02/2023
Issue place	: PAKISTAN
Expiry date	: 02/02/2028

Technical Skills

Microsoft word
Microsoft excel
ERP
PowerPoint

Declaration

I hereby declare that the above-furnished information is true to the best of my knowledge. I promise you that I will be a Dynamic Personality who is very truthful and loyal to your company.

ZAHEER ABBAS