

Attique Aslam

Account Assistant

An Accomplished and dedicated accountant with a proven track record in financial management and analysis. I am Seeking a challenging position in an organization where I can utilize my expertise in accounting principles, strategic planning and financial reporting to contribute to the financial success and growth of the company.



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International City U 24 Apt 203

Education

Masters in Commerce

Superior University Lahore
2013 - 2015

Bachelors in Commerce

University of the Punjab
2008 - 2010

Skills

Microsoft Word
Microsoft Excel
Microsoft PowerPoint
Peachtree

Languages

Urdu: Native
Hindi: Native
English: Good

Work Experience

Account Assistant

Al Habib Construction
2020 - 2022

- To Prepare Daily Accounts Transaction.
- Preparation of monthly Bank Reconciliation Statements, Cash Position and Cash Budget Statement.
- Preparation of Reconciliations receivable and payables with their respective Statements.
- Deal daily Petty Cash matters up to statement.

Cashier

Al Faiz Construction
2015 - 2018

- Prepare monthly sales reports into excel spread sheet of analysis.
- Preparation of monthly salary statement.
- Analysis daily banking transactions journal entries
- Compiles and analyzes financial inform action to prepare entries book of account, such as general ledger accounts, documenting business transactions.