



# Attique Aslam

Accounts/Admin Officer

Having 5 years of Experience in managing Company's A/P, A/R and General Ledger

✉ [attique.superior@gmail.com](mailto:attique.superior@gmail.com)

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📍 Dubai, United Arab Emirates

## WORK EXPERIENCE

### Accounts/ Admin Officer

#### AL Habib Engineers Construction Company

01/2017 - 12/2021,

Lahore, Pakistan

A very well know construction company in Pakistan having Head Office in Lahore

#### Tasks

- All cash flow management. Along with Bank reconciliation of vouchers
- Processing of all Payment vouchers, daily cash flow report generation.
- Prepare payment vouchers, process incoming invoices, and verify receipts.
- Preparation of Salaries and Payrolls
- Processing and managing Payments for Accounts Payables (Fuel, Vehicle Maintenance expenses)
- Petty Cash
- Maintaining Employees Record.
- Arrangements and attending important meetings indoor or outdoor.
- Coordinate with banking staff for transactions on Monthly Basis
- Supervise and train subordinate staff

Contact: Mr. Zeeshan Mustafa - +923224548002

## EDUCATION

### M. Com (Commerce)

#### Superior University Lahore

08/2013 - 07/2015,

### B. Com (Commerce)

#### University of the Punjab Lahore

08/2008 - 09/2010,

### Intermediate (Commerce)

#### FBISE Islamabad

05/2006 - 07/2008,

## SKILLS

Accounts Management

Microsoft Word

Microsoft Excel

Microsoft PowerPoint

Internet Browsing

Data Entry

Facebook

Instagram

## PERSONAL PROJECTS

### Financial Analysis (05/2013 - 05/2015)

- Financial Analysis of United Bank Limited

## LANGUAGES

### English

Professional Working Proficiency

### Urdu

Native or Bilingual Proficiency