



# Umar Nawab

UAE

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## Objective

Dedicated Assistant Accountant with a strong foundation in financial principles and a proven track record of accuracy and efficiency in financial record-keeping. Proficient in accounting software and adept at reconciling accounts, preparing financial reports, and assisting with budgeting. Detail-oriented and committed to maintaining the highest level of data integrity. Seeking to contribute my expertise to a dynamic finance team and further develop my career in accounting.

## Experience

- Assistant Accountant
  - Prepare bills, invoices and bank deposits.
  - Using digital systems to keep records and create payments.
  - Preparing and posting journals
  - Process accounts and incoming payments in compliance with financial policies and procedures.
  - Perform day to day financial transactions, including verifying, classifying, computing, posting and recording accounts receivable's data.
  - Reconcile the accounts receivable ledger to ensure that all payments are accounted for and properly posted.
  - Resolve clients' billing issue.
  - Facilitate payment of invoices due by sending bill reminders and contacting clients.
  - Generate financial statements and reports detailing accounts receivable status.
  - Preparing monthly and annual accounts.

## Education

- **University of Swabi** 2018-2022
  - BBA Finance
  - A

## Skills

- Proficiency in accounting software such as QuickBooks, Excel, and other relevant tools.
- Organizational skill
- Data Analysis
- Bookkeeping
- Customer Service
- Reconciliation
- Multitasking
- Adaptability
- Technical Skill

## Languages

- English
- Hindi
- Urdu

## Extra Certification

- Certified: Microsoft Office
- Certified: English Language

## Visa Status

- Visit Visa