



Ali Raza

Assistant ACCOUNTANT & Document Controller

Dubai
International
City Persia
N08



+971554638500



aliraza009530@gmail.com

Professional Summary

To obtain a suitable position in a professional and dynamic organization which promises bright growth opportunities and to contribute the best of my ability for the development of organization

Work History

- **Pak Qatar Family Takaful (02/2023-08/2023)**
Customer Service Representative / CSR
- **Hukumat Enterprises (06/2022-01/2023)**
Computer Operator
- **Aisha Siddiqua Girls Science College Tanda Gujrat
Pakistan (06/2021-05-2022)**
Accountant

Tasks & Responsibilities

- Reconciliation account receivable and accounts payable.
- Maintain and reconcile both bank and cash ledger.
- Maintained financial record and ensure proper recording of operations required to the financial work flow.
- Assist seniors to complete the auditing and budgeting.
- Maintaining monthly GST Reports and up to filing.
- Preparing final accounts.
- Assist seniors in payroll And Transfer Of Salary.
- Maintaining all vendors and customers accounts.
- Preparing month end balance sheet reconciliations but not limited to the recording transactions, creating reports, tracking income and checking expenses figures for accuracy and legitimacy
- Cashier cum POS handling
- VAT& Gst Preparations and Filing

- Record All Accounting Voucher
- Other Advised by Manger.
- Control The All Document.

Education

- **B.com Computer Applications** 2020
University Of Gujrat Pakistan.
- **Higher Secondary Education 12th Standard** 2018
Board of Higher Secondary Examination, Gujranwala, Pakistan
- **Noble Institute Of Computer Science** 2022
IT (Ms Word Ms Excel Ms power point Ms Asses.
Word Pad. Window Driver And Internet)

Skill Set

- Strong sense of responsibility and self- motivated.
- Hard working and multitasking
- Management ability.
- Organizational skills.
- Excellent customer service and client relations skills.
- Keep organization and time management skills.
- Ability to work under pressure.
- Accepting challenges
- Verbal and written communication skills.
- Commercial awareness.
- Team working skills.
- Document Controller

Technical Skills

- Microsoft office Excel
- Microsoft office Word
- Presentation software (PowerPoint)
- ERP

Certifications & Licenses

- Business accounting
- MS office (All version)
- GST,VAT & E-filing
- ERP9/Prime
- Knowledge in Pakistan Tax system – Income tax and GST

Languages

- English, Urdu,

Personal Details

Linkedin : <https://www.linkedin.com/in/ali-raza-300a1922b>
Nationality : Pakistan
Visa Status : Visit Visa
Visa Until : 12th Jan 2024
Date of Birth : 04th April 1999
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**Visa Status: Visit
Immediately Available To Join**