



Ali Raza

Accountant

Contact

Address

Al-Rashidiya 1 near horizon tower Ajman

Phone

0564786383

Email

alirazaiqbal4664@gmail.com

Skills

Highly professional and positive attitude.

Communication skills to build relation.

Work at specially to Microsoft excel & word

Financial analysis and reporting.

English language read & write in shorthand.

Typing speed 35 WPM.

Languages

English,urdu,punjabi, stenographer etc.

Interests

Books reading, Cricket playing, Car drive.

Professional Summary

I am young enthusiastic and dedicated professional with experience of accounts and management. I can demonstrate a strong ability to manage work and task from conception through to successful completion. A proactive individual with a logical approach to challenges, I perform effectively even within a highly pressurized working environment and at international platform.

Work History

20-05-2022

01-11-2023

Junior Accountant

Remoxin Enterprises (4U), Kot Lakhpat Lahore

- Manage all accounting transactions.
- Prepare budget forecasts.
- Publish financial statement in time.
- Handle monthly, Quarterly and annual closings.
- Reconcile accounts payable and receivable.
- Ensure timely bank payments.
- Compute taxes and prepare tax returns.

Education

09-05-2017

26-02-2019

High School Diploma

Din-e-islam Higher Secondary School - Suleman Park Bank Stop 17 Km Ferozproad Lahore

09-05-2019

21-08-2021

Intermediate I.Com: Accounting and Finance

Govt. College Gulberg Lahore (GCG) - Near Qaddafi Stadium Gulberg III Block E-2 Lahore

09-06-2021

18-04-2022

Computer Diploma & Shorthand Course

Completely work on word & excel - Typing speed one minute in 35 words – From Kasur Shorthand Computer College Gazi Road Lahore

Accomplishments

- Achieved result through effectively helping with task.
- Used Microsoft Excel to develop inventory tracking spreadsheets.
- Re-organized something to make it work better.

Requirements

- Preference for immediate joiners or those on visit visa.
- Prior work experience letter.