



EDUCATION

B.com

Punjab university of Lahore from Pakistan
[2018]

Computer foundation course 3 monty
peak solution of institution

2019

SIKANDAR HAYAT ANWAR

WORK EXPERIENCE

Present job

Amir sultan technically service -Accounting clerk ,UAE sharjah
[2022]

I am start of my first job in Dubai as a accounting clerk This is my work accurately, prepare and maintain accounting documents and records.Prepare bank deposits, general ledger postings and statements.Reconcile accounts in a timely manner.Daily enter key data of financial transactions in database.

[Magsala Al Khasama Service Station - Saudia Arabia]
[Cashier][20-02-2019] [01-02-2022]

[Responsibility of my collect payments whether in cash or credit. Issue receipts, refund, change or tickets. Redeem stamps and coupons]

Butt sweets and bakers] [supervisor, Data entry operator][20-03-2013]-[15-12-2017].

[I am start of my first job as a supervisor after matric final exam responsibility recruiting and training staff, adhering to safety policies, scheduling employees, administering payroll, and maintaining inventories and maintain first in first out.as a data entry my resposibility Input new information into database systems.

Create and manage spreadsheets

SKILLS

*Communication

*Leadership

*Problem solving

*Great listener

*Keep safety first

PROFILE

Seeking a challenging position in a reputed organization where I can learn new skills, expand my knowledge, and leverage my learnings.

To get an opportunity where I can make the best of my potential and contribute to the organization's growth

CONTACT

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Languages:
Arabic , Punjab, English



***Teamwork Skills.**