



ABDUR RAHMAN

OBJECTIVE

Looking for an exciting and dynamic role where I can utilize my skills and experience to drive tangible results. Passionate about joining an organization that fosters a culture of innovation, continuous learning, and personal growth.

EXPERIENCE

MEXTOH ADVERTISING LLC DUBAI UAE

JAN 2024 to Current

DATA ENTRY & CASHIER

- Managed cash register operations, processed customer payments accurately, and provided change as needed.
- Balanced cash drawers at the beginning and end of each shift, reconciling discrepancies and preparing bank deposits.

ALLIED STEEL INDUSTRIAL GROUP PAKISTAN

OCT 2019 - OCT 2023

ACCOUNT OFFICER with **M. OWAIS STEEL RE ROLLING** with the JDs.

- Prepare all account daily voucher of receipt and payment
- Cash handling bank reconciliation and pay roll
- Making payment documents
- Verifying account payable and receivable

OTHER RESPONSIBILITIES

CASHIER

- Provide change for cash payment & Maintained cash balance at cash register
- Insure sufficient change is available & Issued received, refund and change

IQBAL MODEL HIGH SCHOOL PAKISTAN

SEP 2017 - SEP 2019

ACCOUNTANT

- Managed all accounts including book keeping.
- Maintained all books of account school Cash Book, Bank Book.
- Prepared accounting voucher data entry review and post of GL

EDUCATION

MASTER OF COMMERCE - ACCOUNTING

2017 - 2019

UNIVERSITY OF PESHAWAR, PAKISTAN

BACHELORS OF COMMERCE - ACCOUNTING

2015 - 2017

UNIVERSITY OF PESHAWAR, PAKISTAN

REFERENCES

Available upon request.

CONTACT

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📍 Hor Al Anz, Deira
Dubai, UAE

SKILL HIGHLIGHTS

- Communication Skills
- GL entry accuracy
- Payment collection
- ERP Software
- MS Office
- Excellent Teamwork

LANGUAGE

- English
- Urdu
- Hindi

PERSONAL INFORMATION

- Passport No : TR9151201
- Passport Exp : 23/01/2033
- Place of Birth: Khyber PAK
- Date of Birth : 03/03/1997
- Gender. : MALE
- Status : Single
- Nationality : Pakistani
- Visa Status : Visit Visa