

AYYAZ HUSSAIN

ACCOUNT ASSISTANT



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Pakistan
Work Visa UAE
21 10th St - Al Baraha - Dubai

PROFILE

I am qualified in Accounts Assistant skills, and Product onboarding. To seek a challenging career with a progressive organization that provides an opportunity to capitalize on my skills & abilities with a vibrant administration that offers challenging work.

SKILLS

- Expert in the installation of various software and other operating programs.
- Master in the use of Ms Office
Tools: MS, EXCEL, Power point, MS Access
- Skilled in internet application
- Ability to work under pressure with consistent excellent results

EXPERIENCE

GLOWING SOFT

Really Great Company

Feb 2023- Feb 2024

- Managed shipments and sales orders.
- Prepared invoices, expense reports, and payment memos.
- Compiled and analyzed company documentation for accuracy.
- Performed data processing in MS Excel.

MOLDECH

Really Great Company

Jan 2022- Feb 2023

- Compiled and analyzed company documentation for accuracy.
- Performed data processing in MS Excel.
- Ensured good information workflow between tax preparers and management

WINSTOR.PK

Really Great Company

Feb 2019 - Dec 2020

- Completed the general ledger with payroll entries.
- Maintained flawless communication with the management.
- Performed administrative tasks, including filing, reporting, tagging fixed assets, etc.
- Bank reconciliation, Month-end reconciliation, Balance sheet reconciliation, Invoice & expenses.

EDUCATION

CENTER COLLEGE MULTAN

College

2016 - 2018

LAHORE LEADS UNIVERSITY

BS Computer Science

Feb 2018 -Dec 2021

LANGUAGES

- English
- Urdu
- Punjabi