



AMJAD ALI

PERSONAL INFORMATION

Present Address : Dubai, United Arab Emirates.
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OBJECTIVE

To establish myself as a dynamic professional, equipped with latest tools, techniques and knowledge that will facilitate me to handle emerging technologies. In particular I want to work in learning and demanding environment that will offer me an opportunity to exploit my current skills and to develop new ones.

EXPERIENCE

Pak Darbar Group OF Restaurants / AL Shabbab Passenger Transport

Dubai, U.AE

Position: Assistant Accountant

Duration: 15 April 2022 till now

- Preparation of Vouchers like bank payment, bank receipt, cash payment, cash receipt and journal voucher.
- Making purchase invoices, sales invoices.
- Manage all documentation and making cheque.
- Preparation of vouchers like Receipt/payment voucher.
- Petty cash vouchers, journal vouchers, debit/credit note.
- Making outstanding statements for supplier and customers.
- Stocks taking
- Preparation of Employees salary and overtime.
- Prepare all expenditure and income transaction.
- Preparation of various reports for senior accountant.
- Taking phone calls from customers.

Habib Qatar International Exchange Pvt Limited Pakistan

Position: Cashier

Duration: Oct 2020 TO Dec 2021

- Remittance inward and outward
- Cash managing
- Taking phone calls from customers.

- Perform clerical duties
- Manage all documentation
- Assisting with customer relations

AREAS OF EXPERTISE

- Monthly management accounts
- Reporting Skills
- Attention to Detail
- Deadline-Oriented
- Reporting Research Results Confidentiality
- Time Management
- Data Entry Management
- Balancing accounts
- Customer satisfaction
- Communication and interpersonal management

EDUCATIONAL HISTORY

Bachelor of Commerce (B.com) University of Swabi
Diploma of Commerce (D.com) B.T.E, Peshawar
S.S.C Sciences B.I.S.E Mardan

SKILLS

- Communication and interpersonal management
- Microsoft Office (Word, Excel, Power Point)
- Comrade Software
- Time management
- Pro-active and assertive
- Flexible & approachable
- Computer skills.
- Ability to maintain confidentiality.
- Ability to produce consistently accurate work even whilst under pressure.
- Ability to multi task and manage conflicting demands.

Languages

- ✓ **English**
- ✓ **Urdu**
- ✓ **Pashto**

REFERENCES

- Available on request