

# Curriculum Vitae

**TANVIR JASSAL**

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Al Nasserya area sharjah

## Looking job for Account Department

### Objective

Experienced and dedicated accounting professional with a solid background in Indian accounting practices, seeking new career opportunities in the UAE within the accounts department. Highly motivated to take on challenging roles in accounts receivable or accounts payable, with a strong commitment to contributing to organizational success and efficiency.

### Experience

#### Amrit Malwa Capital Limited, Punjab (India) June 2022 - November 2024

##### • Designation- Account Receivable

- Generate accurate and timely invoices for clients.
- Track and record incoming payments & reconcile payment discrepancies and update customer accounts.
- Implement credit policies to minimize bad debts.
- Follow up with clients regarding outstanding payments via email, phone, or letters.
- Maintain accurate records of all transactions for audit purposes.

#### Amrit Malwa Capital Limited, Punjab (India) January 2022-June 2022

##### • Designation- Data Entry Clerk

- Accurately input and update information into database, spreadsheets, and systems & organize, verify, and maintain data integrity.
- Retrieve and provide data as required by supervisors or other departments.
- Use data entry software, tools, and applications proficiently

#### Guru Nanak Dev University Amritsar, Punjab India

Degree Masters of Commerce

#### Guru Nanak Dev University Amritsar, Punjab India

Degree Bachelor of Commerce

### Language

English

Hindi

Punjabi

### Skills

- Knowledge of Accounting Software
- Analytical Skills
- Customer Service –
- Negotiation Skills
- Multitasking
- Communication Skills –

### Reference

**Mr.Sandeep Kumar**

**Phone**

+971504951801

### Personal details

**Father's name**

**Mr. Joga Ram**

**Marital status**

**Single**

**Visa status**

**Visit**

**Visa expiry date**

**04 February 2025**

**Passport no.**

**Normal/w1134804**