



# ASAD MEHMOOD

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## Career Objective:

A Suitable position with an organization where I can utilize the best of my skills and abilities that fit to my education, skills and experience a place where an encouraged and permitted to be an active participant as well vital contribute on development of the company.

## Educational Qualification:

- Bachelor in Commerce “Punjab University”-(Islamabad, Pakistan) 2016
- Higher (12<sup>th</sup>) Standard Education Certificate from-(Islamabad, Pakistan) 2012
- High School Education Completed from-(Islamabad, Pakistan) 2010

## Professional Experience:

### **TRANSGUARD GROUP LLC**

Position: Security Guard

Duration: June, 2022 to till Date

Location: Nikki Beach Resort & SPA, Dubai-UAE

### **RIAZ EXCHANGE CO PVT LTD**

Position: Cashier / Teller

Duration: 2017 – 2018

Location: Islamabad, Pakistan

### **MICRO AGILITY SERVICES**

Position: Customer Sales Representative

Duration: 2014 – 2016

Location: Islamabad, Pakistan

### **TELE BRIDGE PVT LIMITED**

Position: Customer Sales Representative

Duration: 2012 - 2014

Location: Islamabad, Pakistan

## Job Responsibilities:

- Prepare asset, liability and capital account entries by compiling and analyzing account information
- Document financial transactions by entering account information
- Recommend financial actions by analyzing accounting options
- Summarize current financial status by collecting information; preparing balance sheet, profit and loss statement and other reports
- Substantiate financial transactions by auditing documents
- Maintain accounting controls by preparing and recommending policies and procedures
- Guide accounting clerical staff by coordinating activities and answering questions
- Reconcile financial discrepancies by collecting and analyzing account information
- Secure financial information by completing database backups
- Produce error-free accounting reports and present their results
- Analyze financial information and summaries financial status
- Provide technical support and advice on management
- Review and recommend modifications to accounting systems and procedures

## Declaration:

I hereby certify that the above information are true and correct according to the best of my knowledge & My Experience.

**ASAD MEHMOOD**

## **PERSONAL DETAILS:**

Name: ASAD MEHMOOD

Date of Birth: 02<sup>ND</sup> Oct, 1992

Nationality: Pakistani

Religions: Muslim

Gender: Male

Marital Status: Married

## **PASSPORT DETAILS:**

Passport Number: KD0169631

Date of Issue: 05/07/2019

Date of Expire: 03/07/2024

Place of Issue: Pakistan

Visa Status: Employment Visa

## **LANGUAGES KNOWN:**

English: Speaking, Reading & Writing

Urdu: Speaking, Reading & Writing

Punjabi: Mother Language

## **COMPUTER SKILLS:**

Ms Office, Excel & PowerPoint

Photoshop

Internet & Emails

Others Basic Computer Operating

Knowledge

## **TECHNICAL QUALIFICATION:**

Diploma in Computer Application and Office Management from “Joher Computer Training Institute”-(Islamabad, Pakistan)

## **PROFESSIONAL SKILLS:**

Good Communicational and interpersonal Skills

Very Energetic result oriented and organized.

Knowledge of Policy & Procedure

Written Communication

Have a high respect for customer’s service.

Always keep on smiling under pressure.

Extremely hardworking self motivated and able to work independently.