

**Personal Data:**

Date of Birth: 15/08/1992

Nationality: Pakistani

Religion: Islam

Marital Status: Single

Passport No: EX8674482

Visa Status: Visit until 30th September

Languages:

English, Urdu, Hindi

Computer Skills:

- ✚ Excellent command on MS office (Word, Excel, Outlook)

Accounting Software:

- ✚ Tally ERP9
- ✚ Quick Book
- ✚ Pact ERP

Strength:

- ✚ Decision making
- ✚ Problem solving
- ✚ Hard working
- ✚ Target Orientated
- ✚ Team Player
- ✚ Ability to work independently
- ✚ Punctual
- ✚ Multi-tasking

ARSLAN JAVED

Accountant
Dubai, United Arab Emirates
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Career Objective

To be able to share my educational background, skill and experience, and professional characteristics to the organization and to expand, and continue to accumulate knowledge.

Academic Credentials

- | | |
|----------|--------------------------|
| • M.Com | 3.05/4 CGPA |
| • B.Com | 2 nd Division |
| • I.Com | 2 nd Division |
| • Matric | 2 nd Division |

Experience

Worked As "Accountant"

NBA Glass Pvt Ltd, Lahore, Pakistan

Duration (May 2018- May 2022)

Job Responsibility:

- Preparation of Posting of Accounting Voucher
 - Purchase Invoices
 - Sales Invoices
 - Receipts Vouchers
 - Payment Vouchers
 - Journal Vouchers
- Account Receivable & Payable management
- Preparation of Salaries, Wages & Commission
- Bank Reconciliation
- Preparation & Submission of Sales Tax
- Reporting to management (Monthly, Quarterly, Annually)
 - Income Statement
 - Balance Sheet
 - Ratio Analysis
 - Sales Reports
 - Expenses reports
 - Purchase Reports
 - Budgeting & Forecasting

Reference

Will be furnished on demand.