

# ZEESHAN SARFRAZ

S/O RAJA SARFRAZ KHAN

+971 56 5568654

Visa Status: Employment Visa

UAE Light Vehicle License-14/04/2022 to 13/04/2024

Rashidiya 2, Ajman, UAE

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## CAREER OBJECTIVE

Highly motivated and organized accounting assistant looking for a fast-paced entry-level position where I can contribute my experience with financial analysis and developing efficient systems.

## EXPERIENCE

06-09-2017 – TILL DATE

**ASSISTANT ACCOUNTANT**, JARF MANAGEMENT SERVICES

Employee Facilitation  
Verification of Documents  
Checking and Collecting Invoices  
Dealing with Vendors  
Documentation  
Communication with Third Parties  
Coordination with Contractors  
Preparing Time Sheets  
Monitoring  
Work Management  
Resolving Queries  
Managing Labor Coordination

## EDUCATION

OCTOBER 2017

**B.A** - AJK UNIVERSITY PAKISTAN

SEPTEMBER 2015

**HSSC** - MIRPUR BOARD, AJK, PAKISTAN

JULY 2013

**SSC** - MIRPUR BOARD, AJK, PAKISTAN

## SKILLS

- Management
- MS WORD
- MS EXCEL

- Decision Making
- Problem Solving
- Fruitful Communication
- Fast Learner
- Able to work in Diverse Culture
- Time Management
- Effective Negotiation
- Well versed with Legal document requirements
- Leadership Skills
- Effective Coordination among vendors
- Effective Coordination with Sub Contractors
- Market Knowledge
- Orientation Provider
- Handling Pressure
- Punctuality

## **ACHIEVEMENTS**

Certificate of Expertise in Computer at RIML Technical Training College

Certificate of Software Application Course at Kashmir Computer Training Institute

Employee of the Month

## **ACTIVITIES**

Member of Welfare Society

Member of Cricket League

Proud Player of Hockey Team

## **LANGUAGES**

English

Urdu

Hindi

Punjabi

## **REFERENCE**

Will be furnished upon request