



YASIR ZAMAN

Phone: 052-5655468

Email: yasirzaman094@gmail.com

Father's Name: Noor Zaman Khan

Date of Birth: April 15, 1991

Marital Status: Single

Nationality: Pakistani

Passport No: DN5200231

ABOUT ME

To build upon and enhance my professional skills and abilities in a reputed and dynamic organization that gives opportunity to fresh innovative minds to evolve and to build career in a professional manner.

EDUCATION

BBA (Hones) Finance

3.0/4 GPA

2010-2014

HSSC (Pre Egg)

707/1100

2008-2010

SSC (Sciences)

656/900

2006 - 2008

SKILLS

- Strong Analytical and Problem Solving
- Good attitude in communication in
- A fast learner is able to understand new ideas and concepts quickly.
- Have confidence, initiative, patience, and integrity to work independently as well as with others.

WORK EXPERIENCE

Operation Executive

2022 to till continue

TECOM I DIC DUBAI

- I prepared many financial reports while working with the whole finance team of my company.
- I perform analyses of the report presented to me and communicate those analyses with the other managers of the company.
- Perform the payable function of the account related to construction expenses.
- Dealing with customers and clients Via email and telephone.

Financial Advisor

2015-2021

AL-BADAR Manufacturing PVT I PK

- Preparation of Bank Payment Voucher, Cash Payment Voucher, Bank Receipt Voucher, and Journal Voucher
- coordinated the full month-end procedure, including the preparation of the balance sheet, income statement, and trailing balance statements.
- Prepared reconciliation for monthly closings
- Salary to Daily Wages on Weekly and Monthly

Accountant

2014-2015

Axs Pakistan (PVT) Ltd I PK

- Provided a weekly quality check of documents.
- Prepared general ledger and journal entry analyses
- Prepared month-end reports and monthly bank reconciliations.
- analyze the company's expenditures and benefits.

REFERENCE

- Will be offered on request.