



Ihtisham Ul Haq

Accountant / Computer
Operator

ADDRESS: United Arab Emiarates

PHONE

+971556803160

**DATE / PLACE
OF BIRTH**

06-04-1997 / Karak, KPK (Pakistan)

EMAIL: ihattak3@gmail.com

NATIONALITY Pakistani

01 PROFILE

Committed to achieving the timely completion of projects, and working well with other professionals to achieve goals. Experienced in preserving a clean and safe working environment, and working in compliance with safety rules and regulations. Proficient Administrative Assistant with over 7 years of office experience, specializing in administrative work, problem solving, planning, and optimal assistance. Proven efficiency with an ability to quickly learn and navigate any computer software program, or office filing system.

02 EMPLOYMENT HISTORY

Jan 2016 — Feb 2018

Karak City

Accountant at Hareer Computer Hardware and Software

- Planned and developed written policies and procedures for computer operations.
- Maintained computer records of dispensed medications.
- Kept meticulous logs of stocked items and reported item traffic in the computer systems.

Aug 2019 — December
2022

Al Ain

Data Entry Operator at Al Ain Special Services Center TAS-HEEL

- Merged data with existing data sets, careful to keep old data sets and documentation.
- Organized and analyzed data and marketing results.
- Collected and recorded data pertinent to project goals and ultimate productivity.
- Utilized fast and accurate data entry skills.
- Performed in-depth data validation on data from various suppliers across the world.

Mar 2014 — Present

Work Internationally (online)

Freelancer (Data Entry Analyst) at Upwork and Fiver

- Managed front-end and back-end development in the company's Portfolio Analyst, Employee Track, and Account Management systems.
- Organized and analyzed data and marketing results.
- Analyzed data to determine if designs met performance goals.

Jan 2023 — Current

Abu Dhabi City

Accountant at Asus Araba General Contracting

- Planned and developed written policies and procedures for computer operations.
- Maintained computer records of dispensed medications.
- Kept meticulous logs of stocked items and reported item traffic in the computer systems and maintaining accounting while using QuickBooks.

03 EDUCATION

Apr 2011 — Mar 2013

Karak City

Sir Siyyed School and College karak

SSC

Apr 2014 — Nov 2016

Karak City

Anus College of Education Karak

Diploma of Information Technology

Apr 2016 — Apr 2019

Islamabad

Allama Iqbal Open University

Bachelor of (Arts) General

Apr 2017 — Feb 2022

Karak City

Government Polytechnic Institute Karak

DAE Civil Engineering

Mar 2022 - Sep 2022

England and Wales

Knolwge Seekers Training Center

NEBOSH International General Certificate in Occupational Health and Safety

04 SKILLS

Attention to Detail

● ● ● ● ●

Active Listening

● ● ● ● ●

Microsoft Office Word

● ● ● ● ●

Highly Organized

● ● ● ● ●

Good time management

● ● ● ● ●

Flexibility and Adaptability

● ● ● ● ●

Hard Working

● ● ● ● ●

Interpersonal Skills

● ● ● ● ●

Microsoft PowerPoint

● ● ● ● ●

Conflict Resolution

● ● ● ● ●

Self-motivation

● ● ● ● ●

Microsoft Excel

● ● ● ● ●

Leadership Skills

● ● ● ● ●

Fast Learner

● ● ● ● ●

Leadership

● ● ● ● ●

Communication Skills

● ● ● ● ●

Customer Service

● ● ● ● ●

Adaptability

● ● ● ● ●

Microsoft Office

● ● ● ● ●

Communication

● ● ● ● ●

Teamwork

● ● ● ● ●

Problem Solving

● ● ● ● ●

Creativity

● ● ● ● ●

Critical thinking and problem solving

● ● ● ● ●

Decision Making

● ● ● ● ●

Time Management

● ● ● ● ●

Computer Skills

● ● ● ● ●

Ability to Work Under Pressure

● ● ● ● ●

05 COURSES

Jan 2015 — Mar 2015

Ms Word, MS Excell, MS PowerPoint.

Jan 2014 — May 2014

Auto CAD at Khattak College OF Commerce & Technical Centre Karak

Jan 2014 — May 2014

MS Office at Khattak College OF Commerce & Technical Centre Karak

Sep 2014 — Jan 2015

Effective Accident Investigation at The Emirate Institute of IT

Sep 2014 — Jan 2015

Ergonomics Program Management at The Emirate Institute of IT

Sep 2014 — Jan 2015

Fire Prevention Plans at The Emirate Institute of IT

Sep 2014 — Jan 2015

Fleet Safety Management at The Emirate Institute of IT

06 HOBBIES

Reading Books, Playing Badminton, Walking and Many more

07 LANGUAGES

English

● ● ● ● ● ● ● ●

Pushto

● ● ● ● ● ● ● ●

Urdu

● ● ● ● ● ● ● ●

Korean

● ● ● ● ● ● ● ●

Hindi

● ● ● ● ● ● ● ●

08 REFERENCES

References available upon request