



Tufail Bin Al Hareth st
Abu Shagara, Sharjah



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PROFILE

Executive Assistant/Accountant with 2+ years of experience as the companies' CEO right-hand man. Successfully carried out all key administrative tasks, from communicating with company clients to data entry and creating well researched office documentation. Highly skilled at MS Office tools.

UMAR AHAMAD

WORK EXPERIENCE

Go In Tours & Travels: Travel Agent

July-2015 to January-2016

- Booking online air tickets through different sites.

Tasbi Enterprises: Cashier

February-2016 to June-2016

- Assigned to handle the payments and check the inflow and outflow of cash transactions.

Nesto Group, UAE: Cashier

July-2016 to July-2017

- Counted money in cash drawers at the beginning of shifts to ensure that amounts are correct.
- Knowledge of payment in the form of cash, checked credit, vouchers or automatic debit.
- Provided exceptional customer service through means of efficient, prompt transactions.

Power Group of Companies, UAE: Operator

December-2017 to February-2020

- I was assigned to work in Fly Dubai headquarters, Terminal 2 as an operator.
- The main task of mine was to monitor the cctv and make incident reports and submit it to SIRA.

Heaven Handicrafts: Accountant

August-2020 to May-2023

- Prepare accurate, timely financial reports of company expenditures following the established schedule.
- Manage accounting activities to ensure compliance with accounting principles, policies, and external audits.
- Monitor the status of transactions and coding structures to ensure alignment with company policy and guidelines.

EDUCATION

College of Business Studies, Putalisadak

- Bachelor of Business Administration, 2013-2016

Prime International College

- High School Graduation in Computer/Accounting

SKILLS

- Diploma in Ms-Office.
- Diploma in Graphic Design.
- 40 words per minute typing.
- Fluent English reading, writing and speaking.