

Dubai, UAE

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Nationality : Pakistani

(Visa Status : Cancelled visa)



KOMAL BASHIR

ACCOUNTANT CUM ADMINISTRATOR

EDUCATION

2017 MBA (Finance) 3.5 yrs
Lahore, Pak *University of Central Punjab*

2013 B.COM
Guj , Pak *Punjab College, Gujrat*

2011 I.COM
Guj , Pak *Punjab College, Gujrat*

CERTIFICATES

2013 Graphics Designer
Guj, Pak *Virtual University of Pakistan*

2016 Event Organizer
Guj, Pak *Arid Agriculture University*

SKILLS

Quickbooks
VAT
Leadership
Crisis Management
Critical Thinking
Proactive
Auditing
Sales Management
Human Resources
Account Reconciliation
Project Management

PROFILE

Highly organized and detail-oriented office Accountant cum Admin with over 7 years of experience managing administrative and accounting tasks. I am seeking a challenging role in a dynamic and fast-paced work environment where I can utilize and nurture my skills and expertise while contributing to the company's success.

PROFESSIONAL EXPERIENCE

From: 09/2021
YASER FANARI TECHINCAL WORKS
Accountant cum Administrator (Dubai, UAE)

- Plan, coordinate and manage all administrative procedures and systems.
- Monitor costs and expenses to assist in budget preparation.
- Cash handling & Project Management.
- Organize and oversee office operations
- VAT Filing
- Manage Financial transactions, analyze financial data and generate financial reports.
- PRO Services

From: 12/2020
TOYOTA MOTORS CORPORATION
Sales Administrator (Gujrat, Pakistan)

- Created sales reports.
- Managed sales coordinators and administrators assistants.
- Create purchase requisitions and purchase orders

From: 12/2019
Emerging Horizons Techincal works
Accountant cum Administrator (Dubai, UAE)

- Cash handling & Project Management.
- Created sales reports.
- Manage financial transactions, analyze financial data and generate financial reports.
- Organize and oversee office Operations.
- VAT filing.
- PRO Services.
- Create purchase requisitions and purchase order.

From: 02/2019
Mifi Electronics (Du Channel Partner)
General Accountant (Dubai, UAE)

- Cash handling & Petty cash Management.
- Manage financial transactions, analyze financial data and generate financial reports.
- VAT filing

From:
03/2018

SLIDERS RESTAURANT

Manager (Islamabad, Pakistan)

To:
12/2019

- Regular review product quality and research new vendors for Restaurant.
- Control operational costs and identify measures to cut waste.
- Deliver superior service and maximize customer satisfaction.
- Organize and supervise shifts.

From:
04/2017

MAMNHIEM

Stockkeeper – Freelancer (USA)

To:
02/2019

- Booking of shipments.
- Handling invoices.
- Preparation of Biding.

From:
01/2018

UNIVERSITY OF CENTRAL PUNJAB, Guj Campus

Visiting Lecturer (Gujrat, Pakistan)

To:
09/2018

- Teacher for BBA Class.
- Subjects (Management, Accounting)

From:
08/2017

ARID AGRICULTURE UNIVERSITY, Guj Campus

Visiting Lecturer (Gujrat, Pakistan)

To:
09/2018

- Teacher for BBA Class.
- Subjects (Management, Accounting, Economics)
- Event Organizer