



ABDUL QADOOS

Accountant

Immediately Join

ADDRESS:

Khalifa City, Abu Dhabi, UAE

Phone:

0567947671

Email:

qadoos085@gmail.com

VISA STATUS:

Visit Visa

LANGUAGE:

English, Urdu (Fluent)

EXPERIENCE:

3 Year (Pakistan and Australia)

NATIONALITY:

Pakistani

SOFT SKILLS

- Analytical Skills
- Attention to Detail
- Problem-Solving
- Communication Skills
- Time Management
- Adaptability
- Collaboration
- Ethical Conduct

PROFILE

- Skilled accountant who analyzes data effectively and achieves desired outcomes, even when facing time constraints
- Knows how to handle different accounting tasks like financial reporting and analysis.
- Dedicated to doing excellent work and supporting the company's goals

CORE QUALIFICATIONS

- Proficient in Accounting Principles
- Intermediate level proficiency in Intuit QuickBooks
- Preparation & Analysis of Financial Statement
- Ability to analyze Financial Statements
- Providing Administrative Support
- Understanding Budgeting Fundamentals
- Developing Bookkeeping Skills
- VAT

CAREER HISTORY

June 2020- March 2022

Accountant

HOA Accountant Lahore, Pakistan

June 2016- May 2018

Junior Accountant

Mosaic Strategic Corporation Sydney, Australia

KEY RESPONSIBILITIES

- Assist with general accounting duties like preparing journal entries, reconciling accounts, and generating financial statements
- Perform day-to-day accounting tasks such as accounts receivable/payable, expense reporting, and recording transactions
- Prepared and analyzed financial statements, including balance sheets, income statements, and cash flow statements
- Analyze financial information and prepare various reports for internal and external use
- Support month-end and year-end close process, including reconciliations and analysis
- Ensure compliance with accounting policies, procedures, and controls
- Contribute to special projects and process improvement initiatives
- Work closely with management and more senior members of the accounting team.
- Complete administrative accounting tasks as needed such as filing and data entry.
- Maintain organized records and files for accounting documents and transactions.
- Examined and reconciled bank statements with general ledger entries
- Continue developing accounting skills and knowledge through training and job experience.

HARD SKILLS

- Bookkeeping
- Financial reporting & analysis
- Accounting software proficiency
- Knowledge of GAAP and IFRS accounting standards
- Data entry and analysis

LANGUAGES

English

Professional Proficiency

Urdu

Native

EDUCATION

Bachelor of Business (Accounting)

Victoria University Melbourne, Australia

Relevant Coursework:

- Professional development
- Advanced Financial Accounting
- Financial Accounting
- Corporate Finance
- Management Accounting

Advance Diploma in Accounting

AICL Sydney, Australia

Relevant Coursework:

- Financial statement analysis budgeting
- Financial accounting and managerial accounting
- Taxation laws and auditing practices

Bachelor of Commerce (B.COM)

GIFT University Gujranwala, Pakistan

Relevant Coursework:

- Business Laws
- Taxation
- Auditing
- Cost Accounting

TRAINING & CERTIFICATIONS

Trainings and Workshops

- QuickBooks
- MS Office
- Mobile Development (IT Oasis Gujranwala, Pakistan 2022-2023)
- Web Development (IT Oasis Gujranwala, Pakistan 2022-2023)