

ZOHAIB LIAQUAT

Contact

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Profile Description

Having experience in account management, reconciling bank statements, handling petty cash, prepared invoices, maintain credit card, bank position, customer service and client interaction. I have developed my skills in oral communication, customer satisfaction and teamwork with organizational goals in mind.

Based on my personal and academic skills I am looking to join a leading organization, where I will be able to apply the knowledge gained through my degree and experience by working in multinational firm in last years.

I am looking for opportunities where my skills will be utilized best, benefiting both the organization and myself.

Education

BS Mass Communication (04 Year)
National university of Modern
Languages, Islamabad-Pakistan

Computer Skills

- Climax suite (Accounts)
- MS Advance Excel
- MS Power Point
- MS Word
- Power Point Presentation
- Reporting

Key Skills

- Writing communication
- Oral communication
- Pressure handling
- Active learner
- Mathematical and deductive reasoning
- Highly disciplined

Experience

March 2022 – Present

ACCOUNTANT CUM LOGISTIC EXECUTIVE • LSPL SHIPPING JAFZA
LLC(UAE)

(Accounts)

- Entering general accounting transaction on day-to-day basis such as invoice
- Preparing cash flow statement
- Handling petty cash on daily basis
- Maintain fixed asset register
- Maintain general ledger
- Prepare bank reconciliation statement
- Prepare balance sheet, Profit/ Loss Report.
- Maintain cash position for credit card on daily basis.
- Maintain bank position on daily basis.
- Prepare daily vouchers for office expenses.
- Timely and accurate Invoicing to client supported with necessary documents

Accounts Receivable

- Preparation of Receivable Report on daily basis
- Follow up with customer for Unpaid Invoices
- Circulate Statement of Accounts to customer on a periodic basis
- Reconciliation of Customer ledgers

Accounts Payables

- Monitor all account payable lists, prepare updates on all accounts and arrange for payment
- Arrange for payment according to the requirement cash/cheque/online transfer etc.

EWPS

- Disbursement of salary via EWPS
- Prepare report of payrolls on monthly basis Salary slip to Employees

EMIRSAL 2- (DUBAI TRADE)

- Import & Export Documentation
- Air & Transit Section Handling
- Containers Transportation Co-ordination
- Warehouse Handling
- Handle DG & NON-DG Goods
- Giving Quote to Customer

Language

- ☐ English
- ☐ Urdu
- ☐ Hindi
- ☐

LinkedIn Profile

www.linkedin.com/in/zohaib-liagat-5125a4229