



Attique Aslam

Accounts/Admin Officer

Having 5 years of Experience in managing Company's A/P, A/R and General Ledger

✉ attique.superior@gmail.com

☎ +971-555151479

📍 Dubai, United Arab Emirates

WORK EXPERIENCE

Accounts/ Admin Officer

AL Habib Engineers Construction Company

01/2017 - 12/2021,

Lahore, Pakistan

A very well know construction company in Pakistan having Head Office in Lahore

Tasks

- All cash flow management. Along with Bank reconciliation of vouchers
- Processing of all Payment vouchers, daily cash flow report generation.
- Prepare payment vouchers, process incoming invoices, and verify receipts.
- Preparation of Salaries and Payrolls
- Processing and managing Payments for Accounts Payables (Fuel, Vehicle Maintenance expenses)
- Petty Cash
- Maintaining Employees Record.
- Arrangements and attending important meetings indoor or

outdoor.

- Coordinate with banking staff for transactions on Monthly Basis
- Supervise and train subordinate staff

Contact: Mr. Zeeshan Mustafa - +923224548002

EDUCATION

M. Com (Commerce)

Superior University Lahore

08/2013 - 07/2015,

B. Com (Commerce)

University of the Punjab Lahore

08/2008 - 09/2010,

Intermediate (Commerce)

FBISE Islamabad

05/2006 - 07/2008,

SKILLS

Accounts Management

Microsoft Word

Microsoft Excel

Microsoft PowerPoint

Internet Browsing

Data Entry

Facebook

Instagram

PERSONAL PROJECTS

Financial Analysis (05/2013 - 05/2015)

- Financial Analysis of United Bank Limited

LANGUAGES

English

Professional Working Proficiency

Urdu

Native or Bilingual Proficiency