



ghulamasgher514@gmail.com



(52) 5382044



Oud Metha, DUBAI, UAE 00000



LTV



<https://www.linkedin.com/in/li-asghar-66407a8a/>

EDUCATION

Master of Business
Administration: Finance
Virtual University of Pakistan
September 2010 - December
2012

Bachelor of Commerce:
Accounting, Auditing,
Taxation, Business Law
Punjab University Lahore,
Pakistan, September 2004 -
February 2007

English Proficiency Certificate:
English Grammar
**Virtual University of
Pakistan**, December 2012

Computer Applications:
Alfazal Computer Institute,
Khushab, Pakistan, June 2002

GHULAM ASGHAR

PROFESSIONAL SUMMARY

Hard-working Supervisor with exceptional experience leading teams, delivering results and exceeding expectations. Creative and motivated leader adept at utilizing exceptional design and planning strengths to accomplish complex projects. Skilled in teaching new concepts and best practice strategies. Organized Accountant with 6 years of involvement in managing accurate accounting information, tax return support, and bookkeeping. Versatile Cashier with exemplary cash register skills and proven commitment to store cleanliness and safety. Leads with high levels of customer service and engagement efforts.

WORK HISTORY

December 2020 - March 2023

Food Retail Services - Self Employed, Dubai, UAE

- Prepared and packaged orders with precise presentation skills.

January 2018 - August 2020

UAE Exchange Centre LLC - Supervisor, Dubai, UAE

- Motivated team through providing hands-on practical support to all members of staff on duty.
- Maintained documents and records to comply with internal policies and external regulations.
- Managed staff rotas, planning workloads effectively and strategically.
- Increased team productivity through effective staff planning, coordination and task delegation.
- Managed store opening and closing, taking key holder responsibilities seriously to uphold robust security.

August 2015 - December 2017

UAE Exchange Canter LLC - Associate, Dubai, UAE

- Completed assigned tasks quickly and accurately, using strong time management and task prioritization.
- Prioritized competing tasks and coordinated high-volume workload to meet business needs.
- Handled cash and card payments with precision, maintaining customer confidentiality and discretion throughout.
- Educated customers on promotions, offers and special events to enhance product sales.
- Completed opening and closing procedures each day.

August 2009 - July 2015

Multan Carpet Industries - Admin cum Accountant, Multan, Pakistan

- Efficiently maintained account books; conducted financial reporting, job order costing, budgeting and planning related to cost and profit and finalized financial statements

PERSONAL
DETAILS

Date of Birth / Age:07/02/1987
Nationality: PAKISTAN
Marital Status: Married
Visa Status: Resident Visa
Gender: Male
Religion: Islam

LANGUAGES

English
Advanced
Arabic
Intermediate
Urdu
Native
Punjabi
Fluent

- Managed accounts databases, invoices and documents
- Orderly handled pricing policy, accounts receivables and payable, E-filing of monthly sales tax return
- Maintained records and filing of all legal documents; handled all related matters in accordance with policies and procedures
- Implemented computerized and advanced cost & financial accounting system in Multan Carpet Industries which led to reduced product cost and increased sales

July 2008 - June 2009

Dollar East Exchange Co (Pvt.) Limited - Asst Officer Processing , Multan, Pakistan

- Coherently performed bookkeeping, remittance processing, financial data processing and limited duty as a teller

October 2007 - August 2015

Ali Medi Complex - Part Time Accountant, Multan, Pakistan

- Reviewed accuracy of payments, claims and invoices, resolving issues quickly and effectively.
- Reviewed and processed employee expense reports and vendor invoices for payment.
- Created quarterly and yearly balance sheets to track financial trends and performance.
- Prepared income tax forms.

October 2007 - July 2008

Waqas and Company Chartered Accountants - Internee, Multan, Dubai, Pakistan

- Collaborated with audit teams to establish task requirements and time frame targets.
- Prepared and updated bi-annual audit follow-up reports with accurate data.
- Maintained data privacy and confidentiality for compliant audit services.

SKILLS

- | | |
|--|----------------------------|
| • Marketing | • Auditing |
| • Cash Handling | • Team Management Skills |
| • MS Office | • Team supervision |
| • Accounts Payable & Receivable Management | • Processes and procedures |
| • Accounts Reconciliations | • Inspiring leadership |
| • Communication & Presentation | • Business administration |