



CONTACT



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Abu Dhabi, UAE

SKILLS

- Team Work
- Time Management
- Microsoft Office
- Quick Books
- Verbal & Written Communication
- Customer Service

LANGUAGE

- English
- Urdu
- Hindhi
- Punjabi

VISA STATUS

Visit Visa Valid Till - 08 Apr 2024

SHAHROZ SARWAR

ASSISTANT ACCOUNTANT

PROFESSIONAL PROFILE

Dynamic and results-oriented MBA Finance graduate with a Bachelor's degree in Accounting and Finance, equipped with extensive experience in customer relationship management and account management within the banking and trading sectors. Seeking a challenging finance role where I can leverage my financial expertise, interpersonal skills, and strategic mindset to contribute to organizational growth and success. Passionate about delivering exceptional client service, driving revenue growth, and collaborating with cross-functional teams to achieve shared objectives.

WORK EXPERIENCE

Relationship Executive

Dec 2022 - Oct 2023

Communicated regularly with clients to understand needs, evaluate current product use and cross-sell new products.

Built and maintained relationships with new and existing clients while providing high level of expertise.

Responded to customer inquiries and resolved complaints to establish trust and increase satisfaction.

Conducted field visits and met corporate customers for business development.

Assistant Accountant

August 2021 - July 2022

Journal and voucher entries Invoice processing

Handling day to day accounting activities Reviewed customer invoices for accuracy and posted information to general ledger.

Monitored accounts payable and receivable statuses, keeping financial records up-to-date. Maintained and improved company bookkeeping processes.

Maintained company purchase and sales ledgers.

Reconcile monthly bank statements to ensure accuracy and identify discrepancies.

Verified items billed against items received, following up with vendors to reconcile

EDUCATION

MBA Finance

The Islamia University Bahawalpur, Pakistan

Completed in 2019 - 2022

Associate Degree Accounting and Finance

The Superior College Lahore, Pakistan

Completed in 2016 - 2018