

Muhammad Aarsal

Cashier

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Alpha Flight Service Airport Cargo Terminal 3, Saif Zone Sharjah UAE

Date of Birth: 10-Oct-2000

Place of Birth: Hyderabad, Pakistan.

Marital Status: Single.

Nationality: Pakistani.

Religion: Islam.



SUMMARY

As an accounting professional with more than 3 years of experience managing general accounting and reporting responsibilities, I am well positioned to exceed your expectations for this role.

From generating and analysing financial reports and overseeing account reconciliations to driving month-close processes and implementing effective financial policies, I excel in strategically performing all aspects of accounting operations. My demonstrated success in collaborating with peers to achieve top performance level—along with my expertise in Tally EPR 9.0 and Microsoft Excel prepares me to make a significant impact on your organization's bottom line. Consider the following highlights of my experience include.

SKILLS

- ✓ Expert in Financial Transactions
 - ✓ Expert in Journal Entries Records Management
 - ✓ Expert in Posting to General Ledger
 - ✓ Completely Understand that how to maintain Trail Balance.
 - ✓ Expert in Adjusting Entries at the end of the company's accounting period.
 - ✓ Expert in Financial Statements (Balance Sheet, Income Statements and Cash Flow Statements)
 - ✓ Expert in Closing.
 - ✓ Expert to maintain General Ledger.
 - ✓ Expert in Best Accounting Software Tally ERP 9.0 and Excel Spreadsheet.
 - ✓ Expert in Written and Verbal Communication Skills.
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WORK EXPERIENCE

Alpha Flight Services, Sharjah UAE
Cashier

Currently Working

Multi-Currency Dealer with more than 1 year of experience in managing transactions involving multiple currencies. Proficient in monitoring foreign exchange rates, executing Strong analytical skills and the ability to work well under pressure.

Arbiani Groups, Hyderabad, Pakistan.
Account and Business Negotiator.

July 2020 – Aug 2022

Duty is to deal all financial transaction through bank and cash, issue cheques and cash payments, make invoices and maintain stock summery, negotiate with all distributors responsibilities include:

- Journal Entries Records Management
- Adjusting Entries at the end of the company's accounting period.
- Make Packing List, Invoices for our upcoming Goods

Shezan International PVT LTD, Hyderabad, Pakistan.
Assistant Account

April 2019 – Jun 2020

Duty is to prepare daily cash flow transections, Tracking of Worksheet Transactions. Adding data entries on Excel table, sent particular salesmen reports to Accountant by using excel PAVOT, Vlookup formulas.

My responsibilities included:

- Monitoring daily communications and answering any queries.
- Ensuring payments, amounts and records are correct.
- Working with spread sheets, sales and purchase ledgers and journals.

Education	Subject	Passing Year	Grade
M.A English	English	Continue	Continue
Bachelor of Commerce	Commerce	2020	Second Division
Intermediate	Pre-Engineering	2018	"A" Grade
Matriculation	Science	2016	"B" Grade

CERTIFICATIONS

- Microsoft Office Automation
 - Tally ERP 9.0
 - Certificate in English Language from Stratford Institute of Computer and English Language
 - Internet Management
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LANGUAGES

- Urdu (Native)
- English (Professional)
- Hindi (Communicate)