



M.Amaan Amir

Accountant/Cashier



+971 50 1928655



info.amaans@gmail.com



Hor Al Anz, Deira, Dubai

EDUCATION:

ACCA continue

ACCOUNTING FOUNDATION
DIPLOMA (AFD)(COMPLETED)
From **ACCA**

MATRICULATION:

Allied School Sialkot.

Computer Proficiency:

Sage Erp (Expert)
Quick Book Erp (BASIC)
Telly Erp (BASIC)
MS EXCEL (Expert)
MS WORD (Expert)
MS POWERPOINT (Basic)
Can Handle all Tailor
Made Erp SoftWares.

PROFILE:

Father name:	Amir Mushtaq
D.O.B:	7-2-2003
Religion:	ISLAM
Marital Status:	Single
Nationality:	Pakistani
Visa status:	visit visa
Passport no:	pw1221461
Languages:	English-Urdu-Punjabi
Blood Group:	B+(Positive)

CAREER OBJECTIVE:

To Associated with an organization, this offers me an innovative and challenging environment to strive for excellence, resulting in valuable addition while achieving organizational and individual objectives and a challenging position as an Accountant, and cashier in professional in order to utilize my abilities and skills acquired through best of my knowledge, experience and training towards the progress of my organization and myself.

PROFESSIONAL KEYPOINT:

- ❖ Fundamental accounting knowledge.
- ❖ Efficient, detail-oriented, highly organized
- ❖ Strong analytical and problem solving skills.
- ❖ Dynamic proactive dedicated and committed to accomplish company targets
- ❖ Capable to works independently as an Accountant, cashier with computer literate up to finalization independently and good team player
- ❖ Time management – Capable of working under pressure and long hour.

Working capability:

- ❖ Accuracy and Attention to Detail: Strong attention to detail to ensure accurate processing of transactions, including verifying prices, handling returns, and reconciling discrepancies.
- ❖ Time Management: Proven ability to manage time effectively during busy periods to minimize wait times for customers while maintaining accuracy in transactions.
- ❖ Communication Skills: Excellent verbal communication skills to interact professionally with customers and colleagues, including explaining store policies, resolving conflicts, and coordinating with team members.
- ❖ Basic Math Skills: Proficient in basic mathematical calculations to count cash, calculate change, and reconcile cash drawers accurately.

Experience:

- ❖ Accountant and cashier from February 2023 to March 2024 at **(Samsung Experience Zone, Sialkot).**
- ❖ Managed cash & cash register, Account Books Entries up to five million daily. Disburse cash for expenses and make vouchers as per bill.
- ❖ Daily Base Closing of Accounts and cash Book and submitted to HOD.
- ❖ Receiving All Purchases and enter in systems with the sensor scanner.
- ❖ Generating Invoice for Clients
- ❖ Provided personalized assistance to customers, addressing inquiries and resolving issues.