



## PROFILE:

Father name:	Amir Mushtaq
D.O.B:	10-Feb-2003
Religion:	ISLAM
Marital Status:	Single
Nationality:	Pakistani
Visa status:	visit visa
Passport no:	pw1221461
Languages:	English-Urdu-Punjabi
Blood Group:	B+(Positive)

## M.Amaan Amir (Accountant)



+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.

### 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 with computer literate up to finalization independently and good team player
- ❖ Deadline-oriented Proficient in managing multiple deadlines for financial

### Working capability:

- ❖ Proficient in Accounting Standards: Demonstrated strong knowledge of accounting principles, including GAAP (Generally Accepted Accounting Principles) and IFRS (International Financial Reporting Standards), ensuring accurate financial reporting and compliance with regulatory requirements.
- ❖ Financial Record-Keeping: Skilled in maintaining detailed financial records, including accounts receivable, accounts payable, and general ledger entries, with meticulous attention to detail and accuracy.
- ❖ Month-end Close Processes: Experienced in assisting with month-end close activities, such as reconciliations, journal entries, and financial statement preparation, to support timely and accurate financial reporting.
- ❖ Inventory Management: Proficient in reconciling inventory records and conducting periodic inventory counts, ensuring accurate valuation and control of inventory assets.

### Professional Experience:

#### Junior Accountant Samsung Brand Store Pakistan, 2022 - 2024(Part Time)

- ❖ Managed accounts receivable and accounts payable processes, ensuring timely invoicing and payment processing to optimize cash flow.
- ❖ Supported the senior accounting team in month-end close activities, including journal entries, reconciliations, and financial reporting.
- ❖ Assisted in the preparation of budget forecasts and financial analysis reports, providing insights to aid decision-making processes.
- ❖ Collaborated with cross-functional teams to reconcile inventory records, contributing to accurate inventory valuation and control