



M.UMAIR CHAUDHARY

ACCOUNTS/ADMIN

Seeking a challenging career in a dynamic organization with ample growth opportunities. Personable, multitasking, committed, and motivated with strong decision-making skills. Dedicated to career development and skill enhancement.

CONTACT_



Al Taha Building, Al Majaz 2,
Sharjah



Visit Visa (Valid till 10 June 2024)



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EDUCATION_

ADP - Accounting and Finance

University of Central Punjab
2020-2023

Intermediate

BISE, Lahore
2018-2020

REFERENCE_

Available on request

INTERESTS_

Travelling Singing Cricket

JOB EXPERIENCE_

2021 Jul - 2023 Aug

JUNIOR ACCOUNTANT

At Mustafa Law Chamber / Lahore, Pakistan

- Assist in financial data entry and recordkeeping.
- Manage accounts payable (AP) and accounts receivable (AR) processes.
- Support monthly bank reconciliations.
- Contribute to the preparation of financial statements.
- Track and categorize business expenses.
- Maintain an organized general ledger.
- Assist in tax preparation and compliance.
- Analyze financial data for reporting.
- Collaborate with senior accountants and other team members.
- Perform administrative tasks related to finance and accounting.
- Ensure compliance with accounting principles and regulations.

2020 Jul - 2021 Aug

DATA ENTRY

Yahya Traders / Lahore, Pakistan

- Accurate and timely data entry, ensuring data integrity and quality.
- Provided exceptional customer service, resolving issues promptly. Maintained customer records and databases with accuracy and confidentiality.
- Collaborated with team members to improve data entry processes and efficiency.
- Handled customer complaints and concerns, ensuring customer satisfaction.
- Prepared reports and documents using Microsoft Office Suite and other software.
- Assisted with other administrative tasks and supported team members as needed.