



ABDUR RAHMAN

OBJECTIVE

Looking for an exciting and dynamic role where I can utilize my skills and experience to drive tangible results. Passionate about joining an organization that fosters a culture of innovation, continuous learning, and personal growth.

EXPERIENCE

TEMPORARY WORKING AT MEXTOH ADVERTISING LLC DUBAI UAE JAN 2024 TO CURRENT

DATA ENTRY & CASHIER

Job Descriptions

- Managed cash register, processed customer payments accurately, and provided changes as needed
- Balance cash drawers at the beginning and end day, reconciling and preparing bank deposits
- Enter data into computer systems accurately and sufficiently.

ALLIED STEEL INDUSTRIAL GROUP PAKISTAN OCT 2019 – OCT 2023

ACCOUNTS OFFICER at M.OWAIS STEEL RE- ROLLING MILL

Job Descriptions

- Monitoring & analyzing accounting data & produce monthly accounts
- Prepare all account daily voucher of receipt and payment
- Cash handling, bank reconciliation and payroll
- Making payment documents
- Verifying account payable and receivable
- Prepare daily petty cash vouchers
- Arranging payment requests
- Raw Material & other Purchases
- Reconciliation account payable & receivable with account Manager on weekly basis

OTHER RESPONSIBILITIES

GENERAL CASHIER

- Receive and count cash receipts from various sources , including sales transactions, deposits , and refunds
- Prepare and verify daily cash reports, including reconciling cash drawers and petty cash funds
- Maintain proper documentation and records of all cash transactions, including receipts, payments, vouchers, and journal entries and reconciliations.

ALLAMA IOBAL MODEL HIGH SCHOOL PAKISTAN

SEP 2017 - SEP 2019

ACCOUNTANT

Job Descriptions

- Managed all accounts including book keeping.
- Maintained all books of account, school Cash Book, Bank Book.
- Prepared accounting voucher, data entry review and post of GL
- Administer payroll for all school employees in coordination with account manager
- Administer, maintain and reconcile all petty cash accounts.

CONTACT



CONTACT



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Hor Al Anz, Deira

Dubai, UAE

SKILLS HIGHLIGHTS

- Communication Skills
- GL entry accuracy
- Payment collection
- ERP Software
- MS Office
- Excellent Teamwork

LANGUAGE

- English
- Urdu

PERSONAL INFORMATION

- Passport No : TR9151201
- Passport Exp : 23/01/2033
- Date of Birth : 03/03/1997
- Gender. : MALE
- Status : Single
- Nationality : Pakistani
- Visa Status : Visit Visa

EDUCATION

MASTER OF COMMERCE - ACCOUNTING *2017 - 2019*
UNIVERSITY OF PESHAWAR, PAKISTAN

BACHELOR OF COMMERCE - ACCOUNTING *2015-2017*
UNIVERSITY OF PESHAWAR, PAKISTAN

DIPLOMA OF COMMERCE - ACCOUNTING *2013 - 2015*
TECHNICAL BOARD OF PESHAWAR COMMERCE EDUCATION, PAKISTAN

MATRICULATION - SCIENCE *2012- 2013*
BOARD OF PESHAWAR, PAKISTAN

DIPLOMA OF INFORMATION TECHNOLOGY *2019 - 2020*
TECHNICAL BOARD OF PESHWAR, PAKISTAN

REFERENCES

Available upon request.