



Address

Al Saa'da, Abu Dhabi, UAE
Abu Dhabi

Contact

+971506991650
raheelumar13@gmail.com

Date of Birth

23.03.1994

PROFILE

Detail-oriented individual with Management Skills, Eager to Contribute to team success through hard work, Attention to detail and excellent organizational and analytical skills, Motivated to Learn, grow and excel in professional career. Willingness to take on added responsibilities to meet team goals.

SKILLS

- Good communication - written and oral skills
- Excellent conceptual and analytical skills
- Effective interpersonal skills
- Attention to Details
- Team Management
- Time Management
- Quick Learner

PERSONALITY

- Communicative and Friendly
- Punctual
- Organized
- Flexible
- Accountable

SOFTWARE SKILLS

Microsoft Word ● ● ● ● ● ●
Microsoft Excel ● ● ● ● ● ●
QuickBooks ● ● ● ● ● ●

LANGUAGES

English - Fluent
Urdu - Fluent

RAHEEL UMAR

ACCOUNTANT

Linkedin

Raheel Umar

EDUCATION

02.2019 - 11.2020

Master of Business Administration - Finance

University of Peshawar, Khyber Pakhtunkhwa, Pakistan

02.2014 - 01.2018

Bachelor of Business Administration (Hons) - Finance

National University of Modern Languages Islamabad,
Pakistan

EXPERIENCE

01.2023 - present

Global Electro Mechanical Contracting L.L.C

Accountant

- Accounts Payables and Accounts Receivables
- Bank Reconciliation
- Reviewed Vendor Invoices for appropriate documentation and validity prior to payment
- Prepared and released cheques to vendors after authorization
- Completed payroll accurately and timely to meet employee expectations
- Maintained good working relationships with vendors and resolved disputes
- Documented Petty Cash Transactions
- Book Keeping and Documents Controlling

07.2021 - 03.2022

Bank Islami Pakistan Limited

Customer Services Officer

- Cash Dealing (Cash Payment and Cash Receiving)
- Home Remittances (Call Deposit Receipt and Payment Order)
- Foreign Remittances (MoneyGram, Ria and IME)
- ATM Replenishment
- Inward Clearing and Outward Clearing
- Utility Bills Collection
- Basic Book Keeping and Preparing Daily Vouchers
- Day End Closing and Month End Closing

HOBBY

Reading Books and Urdu Novels