

PERSONAL INFORMATION

TAHIR HUSSAIN



📍 AL NAHDA, SHARJAH, U.A.E

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✉️ tahirhussain391188@gmail.com

Visa Status: Residence (Own) Visa

Gender Male | **Date of birth** 04/07/1998 | **Nationality** Pakistan

WORK EXPERIENCE

FEB 2021 to JUNE 2023 **Ahmad Floor Mill.**

(Full-Time) **Assistant Accountant.**

- Reviewing and Reconciling accounts, processing payments to external partners and maintaining updated records of invoices and receipts.
- Monthly payroll working such as forming time sheet, finalizing salaries payable for the month.
- Collaborate with employees to resolve issues or discrepancies related to expense claims.
- Record and categorize expenses, verify receipts, and ensure expenses are within budgetary limits.
- Create and update expense reports.
- Prepare bank deposits and Ensuring payments, amount and records are correct.
- Enter financial transactions into internal databases.
- Check spreadsheets for accuracy.
- Participate in quarterly and annual internal audits.
- Maintains physical and digital filing systems.
- Inputs and updates information in databases and spreadsheets.
- Provides administrative support to ensure efficient office operations.
- Assisting in updating and maintain database according to ISO 9001 Certification.
- Hands-on experience with MS Office and Accounting software (e.g. QuickBooks)

FEB2024 to Continue **Tareeq Al Majd Tyres and Spare parts TR .**

(Full-Time) **Accountant.**

- Recording and filing cash transaction.
- Generate financial reports using QuickBooks, such as profit and loss statements, balance sheets, and cash flow statements.
- Verified day to day financial transactions, including verifying, classifying computing.
- Performing duties including generating financial data, compiling, and submitting reports.
- Updating and maintaining procedural documentation.
- Works with sensitive information with discretion to maintain confidentiality.

JUNE 2023to SEP 2023 **Unilever Tea Factory.**

(Contract) **Departments Store Manager.**

- Maintaining the institution employee's database, documents filling, and record keeping.
- Provides administrative support to ensure efficient office operations.
- Responsible for ensuring high data quality through accurate system records maintenance; in addition to handling designated administrative tasks.

JUNE 2019 to AUG 2019 Bank Al Habib

(Contract) Cashier.

- Resolves customer issues answers questions and .
informaton
- Processing of return transactions.
- Providing a positive customer experience with fair, friendly and ,
courteous services.

EDUCATION AND TRAINING

2021 To 2024 MA. Accounting and Finance

Superior College

Studies in Financial Accounting & Information system, Management Fundamental & Practices, Financial Decision Making, Managing Products & Brands, Entrepreneurship & small Business Management and Research Methodology.

2017 to 2021 B.COM in Commerce

Bahauddin Zakariya University.

Studies in Analysis of Financial Statements, Human Resource Management, Business Research Methods, Financials Institutions & Markets, Corporate Finance, Portfolio Management, Consumer Behavior and Project Management.

2015 to 2017 Intermediate in computer sciences.

Federal Board Multan.

Studies in Mathematics, Physics & Chemistry.

2013 Secondary School

Federal Board Multan.

Studies in Computer, Chemistry, Physics.

PERSONAL SKILLS

Mother tongue(s)

URDU

Another language (s)

UNDERSTANDING		SPEAKING		WRITING
Listening	Reading	Spoken interaction	Spoken production	
C1	B2	B2	B2	B2

Replace with the name of the language certificate. Enter level if

Levels: A1/2: Basic user - B1/2: Independent user - C1/2

Proficient userCommon European Framework of Reference
for Languages

Communication skills

- Soft-Spoken with Good Communication skills.
- Ambitious, Hardworking, Energetic & Well-Disciplined.
- Positive thinking, Self-Motivated & Flexible
- Customer Care and Client Management.

Computer skills

- Good command of Microsoft Office™ tools.
(Word, Excel, PowerPoint, Outlook etc.)
- QuickBooks Accounting Software.