



# Muhammad Ahmer Hassan

## Career Objectives

To work in an organization where there is competitive environment in which I might be able to participate and improve my professional skills and contribute to the dynamic growth of that organization.

## More Info

### Age:

25

### Email:

itsahmr@gmail.com

### Mobile:

+971 58 896 4566

### Address:

Ajman, U.A.E. (Ready to Relocate)

### Visa Status:

Visit Visa

### Nationality:

Pakistani

### Marital Status:

Single

### Driving License:

Valid UAE Light Vehicle License

## Work Experience

### Accountant

#### European Automatic Doors L.L.C. | February 2022 - April 2024

- Tracking payments to internal and external stakeholders.
- Manage all accounting transactions.
- Publish financial statements in time.
- Reconcile accounts payable and receivable.
- Handle monthly, quarterly and annual closings.
- Ensure timely bank payments.
- Audit financial transactions and documents.
- Comply with financial policies and regulations.

### Store Incharge

#### Dhafeer Vegetables & Fruits | August 2019 - December 2021

- Delivering excellent service to ensure high levels of customer satisfaction.
- Motivating the sales team to meet sales objectives by training and mentoring staff.
- Hiring, training, and overseeing new staff.
- Monitoring inventory levels and ordering new items.
- Developing and arranging promotional material and in-store displays.
- Ensuring that the store is kept clean and organized.
- Keeping a record of sales and restocking the store accordingly.

## Academic Education

### Bachelor

#### Allama Iqbal Open University | 2021

Major Subjects:

- Economics, Basics of Information & Comm. Technology.

### Intermediate in Computer Sciences

#### BISE Dera Ghazi Khan | 2017

Major Subjects:

- Computer Science, Economics, Mathematics.

### Matriculation

#### BISE Dera Ghazi Khan | 2015

Major Subjects:

- Mathematics, Chemistry, Physics.

## Specializations

- Microsoft Office
- Excel
- Time Management
- Public Speaking
- Communication
- Strong numeracy skills
- CRM
- Tally ERP
- Quickbooks

## Languages Spoken

- English
- Arabic
- Hindi
- Urdu