

# Nouman Fida

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## CAREER SUMMARY

- Around 2 years' experience in managing finance and accounts
- Strong focus on management requirements, customer service and satisfaction
- Qualified, well-trained, finance & accounting professional with experience of supervisory & decision-making positions.
- Have detailed knowledge of accounting procedures, finance management
- Possess excellent analytical, management, administration & problem-solving skills.
- Evaluating the effectiveness and efficiency with which resources are employed.

## Work Experience

### **Western Union Exchange, Pakistan**

#### **Remittance Clerk**

15/06/2023-30/03/2024

#### **Achievement/Task**

- Processed money transfers accurately and efficiently.
- Assisted customers with transactions and currency exchanges.
- Ensured compliance with financial regulations and security protocols.
- Managed transaction records and resolved customer inquiries.



### **Al Ashraf Builders, Pakistan**

#### **Accountant**

11/02/2022-11/04/2023, Bahawalpur

#### **Achievements/Tasks**

- Managed financial transactions, including accounts payable/receivable, payroll, and bank reconciliations.
- Prepared monthly financial statements and reports for management review, ensuring accuracy and compliance.
- Implemented cost-saving measures that reduced operational expenses by X%.
- Streamlined accounting processes, improving efficiency and reducing reporting time by Y%.



## **Al Farooq Food Cafe Pakistan**

### **Cashier**

(01/01/2021 -31/12/21, Bahawalpur

#### **Achievement/Task**

- Processing Payments: Handle cash, credit, and debit transactions accurately.
- Customer Service: Greet customers, answer questions, and resolve issues.
- Cash Management: Balance the cash drawer and ensure secure handling of funds.



## **New Ghayas Electronics**

### **Computer Operator**

01/2014 - 12/2016, Bahawalpur

#### **Achievements/Task**

- Managed daily data entry and processing tasks with a high degree of accuracy.
- Maintained and updated computer systems and databases, ensuring smooth operations.
- Responded promptly to internal queries and requests, facilitating efficient workflow.
- Implemented new software solutions that improved data retrieval and reporting efficiency by X%.



## **QUALIFICATION**

- **BS Economics** in second Division from The Islamia University Bahawalpur in 2021
- **D.com Shorthand** from Government College of Commerce Bahawalpur

## **Skills Summary**

- Effective English and Urdu Spoken/Written Communication.
- Expertise in Financial Accounting Manual and also in computerized.
- Expertise in Microsoft Excel, Access and Outlook.
- Knowledge of computer hardware.
- Knowledge of installation of computer software i.e. windows, M.S. Office, all Accounting software, antivirus.
- Practical knowledge of "Computerized Accounting" (Tally, SAP, QuickBooks) up to Professional level (Payroll, job Costing, Inventory management, Accounts management).
- Monitoring of Quotations, Purchase Order, Invoices and correspondence of Suppliers and customers.
- Handling petty cash & Bank transactions.
- Highly organized, hardworking and diligent in carrying out duties and responsibilities.

- Experience in the field of Accounting, Purchasing, Inventory Control and Administration.
- Confident in dealing with a wide variety of people

### **Personal Details**

- Date of Birth : 11 April 1994
- Nationality : Pakistani
- Marital Status : Single
- Languages known : English, Urdu, Hindi
- Visa Status : Partner (Issue 16/5/2024 Expiry 15/5/2026)

I hereby declare that the information given by me is true and accurate to the best of my knowledge.

**Nouman Fida**