

ASMA GULZAR

Date: Oct-2024

Dear HR Team,

Greetings,

I am skilled Accountant attention to details and have working experience with different industries. I have excellent mathematical skills. I want to contribute towards the growth and Development of organization, where opportunities to grow both personally and professionally are available and where I can utilize my skills, qualification and experience. My excellent track-record in providing quality results combined with my honest approach and reliable nature would make me an asset to any organization. I am well prepared to dedicate myself to meet your expectations for this position. I look forward to discussing my qualifications in detail in person.

Thank you for your consideration.

Sincerely,

Asma Gulzar

+971557356808

ASMA GULZAR



OBJECTIVE:

Highly motivated, seeking opportunity to show experience in Accounts and Accounting software's. I have a proven track record and have shown dedication, communication skills, and loyalty through my work.

Experiences:

(March to August 2024)

Global Climbing Trading LLC. in Dubai.

The Job included:

- Computer data entry
- Preparation of Invoices & Receipts.
- Manage Salary Sheet for different departments.
- Accounts payable & receivable
- Preparation of monthly yearly financial statements
- Manage petty cash resulting in improved expense management.
- Six Months Worked on Quick book.

PERSONAL INFORMATION

DOB: OCT - 1984

Marital Status: Married

Nationality: Pakistani

Visa Status: Husband

Sponsorship

LANGUAGES

English, Hindi, Urdu.



**Alrashidya
Dubai**



00971-557356808



Gulzarashu4@gmail.com

(Feb 2018 to Nov 2019)

Mian Brothers Tires and Tube Point Lahore Sargodha road, Pakistan.

The job included;

- Preparation of Invoices & Receipts.
- Preparation of sale man Commissions.
- Manage Salary Sheet for different departments.
- Accounts payable & Receivable
- Preparation of monthly yearly financial statements
- Manage petty cash resulting in improved expense management.



(Mar 2008 to Oct 2009)

Drug harm Pvt Ltd, Sheikhpura.

The job included;

- Keep records of transaction like GRN, DN, Store Return
- Inventory register item-wise, Category-wise
- Daily and monthly closing report
- Tracking and Tagging Inventory of category-wise.
- Payable are done online Other Responsibilities.
- Ensuring collections and payments of accounts receivable and
- Handling queries and complaints from the customers.
- Time card / Labor card for overtime record material.
- Grading the work of the learners and providing those effects feedback to improvement.

QUALIFICATION:

B.COM- University of Punjab, Pakistan (ATTESTED)

- Bachelor of Commerce with a, Accounting and Tax as major subjects.

B.ED - University of Education Lahore, Pakistan (ATTESTED)

- Bachelor of Education with the specialization of teaching to the secondary and higher secondary level.

COMPUTER SKILLS:

- Practical knowledge of Microsoft office tools i.e. Word, Excel, and Power point etc.
- Productive knowledge of Internet and email operations.

STRENGTHS:

- Accepting responsibility.
- Dedicated to producing timely results.

REFERENCES:

- **Imran Husain** - Manager – Legend Institute,
Dubai - UAE 00971-50-2213250
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