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OBJECTIVE

To Work in a dynamic environment as an Accounts Officer that provides me a wide spectrum of experience and exposure. To bring a dynamic and versatile portfolio of skills at work place and to serve the organization with positive attitude and efficiency.

EXPERIENCE

Feb 23 - Continue

FLY DUBAI UAE

Cashier (Transgard Group L.L.C)

Ensure all cash transactions are accurately recorded. Verify the amount against receipts and report any discrepancies.

Assist customers with inquiries related to ticket booking, cancellations, and changes. Check the ticketing system for availability and process changes as needed.

Maintain Sheets and Send to Head Office:

Keep detailed and accurate records of cash transactions and ticket-related activities in your sheets. Update these records daily.

Compile the necessary information from your sheets into a clear report. Send this report to the head office by the end of each day, ensuring it is accurate and timely.

Assist customers with changing ticket dates or other details. Check for any applicable fees or fare differences.

If customers need assistance with language preferences, update their profiles or booking details accordingly.

Ensure you follow company procedures and maintain high levels of customer service throughout.

Jan-2023 - Aug-2023

Master Mills Ltd (Pakistan)

Accounts Officer

Manage and maintain accounting records, including accounts payable and receivable, general ledger, and other financial data.

Reconcile bank statements, credit card statements, and other financial accounts regularly.

Prepare and analyze financial statements to provide insights and recommendations to the Finance Manager.

Collaborate with other departments to gather financial information and ensure accuracy of information.

Resolve accounting discrepancies and irregularities in a timely and professional manner.

Perform other duties as assigned by the Finance Manager.

Jan-2022 - Dec-2022

Nishant Textile Mills Ltd (Pakistan)

Management Trainee Officer (Accounts)

Understanding how a company operates

Supporting managers with various tasks (e.g. policy making, goal setting)

Learning to evaluate performance

Help managers complete daily tasks (e.g. implementing new policies)

Understand each department's (e.g. Marketing, Sales) daily processes and goals

Provide administrative support (e.g. data entry)

Get familiar with personnel duties

Participate in company's strategic planning

Help managers in evaluating performance (e.g. writing reports, analyzing data)

Keep track of business revenue

Research ways to increase profitability and lower risk

Create and give presentations

Sep-2018 - Aug-2021

City Hostel (Pakistan)

Cashier

Process transactions to the cash register by effectively and efficiently handling cash and credit card payments.

Manage daily balancing and reconciling of office accounts and handle daily bank deposits.

Document bank transactions by processing checks and online deposits in a proactive manner.

Enforce credit policies to ensure that defaulters and patients with extended credits pay on time.

Coordinate efforts with the accounting department to ensure that payments to suppliers are timely processes.

Enter all payments received from suppliers, the cafeteria, and the pharmacy into designated databases.

Transfer income activities into accounting applications such as QuickBooks and ensure the integrity of entered data.

Record returned checks into patient accounting systems and initiate follow-up.

Post payments to appropriate accounts and maintain logs of daily receipts.

Maintain petty cash logs, receipts, and balances.

EDUCATION

• Bahaudin Zikariya University

Jan-2022

Master in Business Administration (Fainance)

2.84

- **Nishter Commerce College**
Apr-2016 / June -2018
Bachelor of Commerce
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SKILLS

- Customer services
 - Microsoft Excel
 - Teamwork
 - Leadership
 - Customer Handling
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LANGUAGES

- English
 - Urdu
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SOFTWARE COMMAND

- Redix
- Oracel
- Zoho
- ERP