



Umar Ashfaq



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CAREER OBJECTIVE

To work in a competitive environment resonating around my field of academics and help develop my personal skills set which ultimately in turn will benefit the company too. Seek to further enhance my knowledge in the accountant field and work towards continuous development professionally reaching out to further challenging opportunities.

PROFESSIONAL EXPERIENCE

Accountant - Tareeq Al Maftooh Passenger Transport (December 2023-December 2024)

- Managing Financial Records.
- Managing Monthly Salary sheet.
- Manage Payment Invoices.
- Ensuring Compliance.
- Manage balance sheets and profit/loss statements

Data Entry Controller – Superior College Muridke (June 2019-October 2023)

- Prepare, compile, and sort documents for data entry.
- Verify and log the data input by ensuring its accuracy and completeness.
- Perform high-volume data entry using word processing, spreadsheets, databases, and other computer software.
- Verify data integrity by cross-referencing original source documents and correcting discrepancies.
- Perform regular data backups to prevent data loss.
- Respond efficiently to retrieving data from the databases or electronic filing systems.
- Maintain a satisfactory level of quality and productivity per department standards.
- Complete additional assigned tasks as required.

PROFESSIONAL AFFILIATIONS

- ❖ **CCNA Training**
Corvit Lahore

EDUCATION

- ❖ **BS Computer Science**
Lahore Leads University Completed, 2017
- ❖ **HSSC (12th), Pre-Engineering**
Global College System Completed, 2013
BISE Rawalpindi
- ❖ **SSC (10th)**
Ghulam Din Islamia Higher Secondary School Completed, 2010
BISE Gujranwala

COMPUTER PROFICIENCY

Operating Systems

- Microsoft Office

Software

- Microsoft Office Excel
- Microsoft Outlook
- Microsoft Word
- Microsoft PowerPoint

SKILLS

- Self Confidence
- Time Management
- Dedication towards work
- Strong interpersonal and good written & oral communication skills.
- Team player, with ability to multi-task, flexible and can work under pressure.

LANGUAGES

English, Urdu, Punjabi

PERSONAL INTERESTS

Sports, Travelling, cooking

PERSONAL DETAILS

Father's Name:	Ashfaq Ahmad	Marital Status:	Single
Birthday:	01-01-1996	Nationality:	Pakistan
Gender:	Male	Passport No.	KE1842342
		Visa Status:	Cancelled

I hereby declare that the information furnished above is correct and true to the best of my knowledge and I would be glad to provide any other information required by you.

(Umar Ashfaq)