



# SHARJEEL HUSSAIN

**ASST. ACCOUNTANT/OFFICE ADMIN**

## ADDRESS

Nad AL Sheba- Dubai  
UAE

## PHONE

00971-558683092

## EMAIL

Mirzasharjeel193@gmail.com

## UAE Driving License

Date of Birth: 25-02-2001

Place of Birth: Pakistan

Nationality: Pakistan

Present Resident in UAE

Marital Status: single

Visa Status: Resident

Driving License: UAE Driving  
License

## WORK EXPERIENCE

### Global Survey & Engineering.

Apr 2022 – Aug 2024

Asst. Account/Admin Officer

I have worked as Asst. Account and Admin officer in Global Survey from April 2022 to August 2024 and was responsible for the below Admin and Account Activities.

- Book-keeping and DATA entry
- Cash Book Management
- Maintaining the suppliers and client record
- Maintaining the company ledger and daily transactions
- Verify the payment and daily deposits
- Coordination with the banks
- Creating the financial documents like bills and invoices
- Assisting with the general Admin activities including meeting and greeting the clients, answering the telephone calls and supporting the field team.

## PROFESSIONAL SKILLS

### Computer Skills

- M. S. Excel
- M. S. Office
- M.S. Powerpoint
- M.S. Outlook
- Google Mail/Sheets

### Languages

- Urdu
- English

### Misc.

- Time Management
- Team Worker
- Attention to Details
- Communication skills

## EDUCATION

### University of Sargodha

*March 2021 – March 2023*

Associate Degree in Commerce

I have Completed my Associate Degree in Commerce from the university of Sargodha with 2<sup>nd</sup> Division. During the Degree I have learned the basic of accounting and finance with practical implementation of the knowledge to different case studies.

### Wings Commerce College

*March 2019 – Feb 2021*

Inter in Commerce

I have completed my Inter college from the Wings commerce College in commerce. During this time, the initials of Accounts and Finance was learned.

## INTERESTS

- Playing , Sports like Cricket and Football
- Social Media Use
- Music
- Traveling

## REFERENCES

Available on request