



Gift land Building, Najda Street, Abu Dhabi, UAE | [mahmoodirfan3@gmail.com](mailto:mahmoodirfan3@gmail.com) | 0562557033

## Career Profile

Highly motivated and result-oriented individual with extensive and diverse experience in office management, ensuring the flow of procedures and support the office of the managing director by carrying out common duties. Assist in the development and implementation of new projects, and procedures. Ability to handle company's confidential information and keen attention to details. Experience in assembling, preserving and managing valuable collections of historical information. Flexible and versatile – able to maintain a sense of humor under pressure, can work minimum supervision.

## Highlights

- Arex System
- Peach Tree (Computer Accounting)
- Tally Computer Accounting)
- MS Excel Professional
- Cash Express
- It Basic
- MS Office
- HR Management & Recruitment Software

## Professional Experience

Accounting Clerk, Remittance Clerk, Fcy Cashier/Teller  
Present  
Alansari Exchange LLC  
Abu Dhabi, UAE

October 2021 To

### ***Highlights of Responsibilities:***

- Provide accounting and clerical support to the accounting department.
- Type accurately, prepare and maintain accounting documents and records.
- Daily enter key data of financial transactions in database.
- Handle transactions for customers, including deposits, withdrawals, transfers,
- Identify customer needs, provide information on new products and services, and direct customers to branch representatives as needed
- Receiving cash or check from customers, totaling items on bills
- Using adding machine, conducting transaction
- issues receipt any change due to customer

Sales & Marketing Executive  
Etisalat Telecommunication  
Abu Dhabi, UAE

January 2019 To Oct 2021

***Highlights of Responsibilities:***

- Contributing to the development of marketing strategies.
- Conducting market research on rival products.
- Designing and implementing marketing plans for company products.
- Coordinating with media representatives and sponsors.
- Working with the sales team to develop targeted sales strategies.
- Answering client queries about product specifications and uses.

Assistant Manager HR & Administration  
Stitch 'N' Style (Pvt) Ltd  
Lahore, Pakistan

January 2017 to July 2018

***Highlights of Responsibilities:***

***HUMAN RESOURCES:***

- Answering employee requests and questions.
- Assisting with new employee hiring processes.
- Assisting with the performance review and termination processes.
- Assisting with their recruitment and interview processes.
- Redirect HR related calls or distribute correspondence to the appropriate person of the team.
- Maintain records of personnel-related data (payroll, personal information, leaves)

***ADMINISTRATION:***

- Organize and schedule meetings and appointments
  - Maintain contact lists
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- Produce and distribute correspondence memos, letters, faxes and forms
- Assist in the preparation of regularly scheduled reports
- Develop and maintain a filing system
- Order office supplies

Accountant  
Ali Enterprises (Pvt) Ltd  
Lahore, Pakistan

March 2015 To December 2016

***Highlights of Responsibilities:***

- Prepare asset, liability, and capital account entries by compiling and analyzing account information
- Document financial transactions by entering account information
- Recommend financial actions by analyzing accounting options
- Summarize current financial status by collecting information, preparing balance sheet, profit and loss statement and other reports
- Substantiate financial transactions by auditing documents
- Maintain accounting controls by preparing and recommending policies and procedures

## Education

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Bachelor's in Journalism University of The Punjab	2016
Intermediate in Commerce BISE Lahore	2012

## DRIVING LICENSE

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Light Vehicle

## References

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Available upon request