

# TAIMUR MALIK

## Admin & Accountant

Email: [malik.taimur89@gmail.com](mailto:malik.taimur89@gmail.com)

Phone: (Preferred Contact) +971-545609615

Address: Sharjah Tower Near Al Nahda Park Opposite Sahara Center Sharjah UAE.



To Utilize my zeal and zest in order to achieve administration & accounting excellence by working in a technical, motivating and a pro-active ambiance through implementation of my theoretical knowledge, practice experience and leadership skills.

## WORK EXPERIENCE

### ADMIN CUM ACCOUNTANT 2023–2024

#### BLVD Holiday Homes

Dubai United Arab Emirates

Provide **administrative** support to the management team, including data entry, filing, and document organization.

### ACCOUNTANT 2021–2023

#### Rukn Al Ward Delivery Services

Dubai United Arab Emirates

Completed daily cash functions like account tracking, payroll and wage allocations, budgeting, donating and all types of cash and banking reconciliation. Reviewed accounting structure and procedures on regular basis to identify areas in need of improvement.

### ADMINISTRATOR 2019–2021

#### INTELLECTUAL INTERNATIONAL SCHOOL Mardan Khyber Pakhtunkhwa

Interpreted management directives to define and document administrative staff processes. Streamlined processes to maximize operational efficiency. Established and updated work Schedules to account for changing staff levels and expected workloads.

### SENIOR ACCOUNTANT 2017–2019

#### ONNET COMMUNICATION

Islamabad Pakistan

Handled month-end and year-end finances by managing and reporting fixed assets and other data. Reviewed budgets, including capital appropriations and operating budgets, and communicated findings to senior management. Updated general ledger with latest entries. Completed biweekly payroll and maintained employee records.

### ACCOUNTANT 2014–2017

#### NOVA COMMUNICATION Islamabad Pakistan

Completed daily cash functions like account tracking, payroll and wage allocations, budgeting, donating and all types of cash and banking reconciliation. Set up and improved accounting systems and process to meet business needs and maximize effectiveness of operations. Collected and arranged financial information and entered details into financial management system.

## EDUCATION

### ACCA 2015

#### Accounting and Business Management

School of Business and Management Islamabad. ACCA

Global

### CAT 2011

#### Accounting

SKANS School of Accountancy Islamabad. ACCA

Global

**B Sc Hons** **2015**

**Applied Accounting**

LONDON Brook's University.

**Bachelor** **2014**

University of Peshawar

Peshawar

**F Sc** **2008**

**Statistics, Economics & Mathematics**

ANSI College Mardan.

Board of Intermediate and Secondary Education Mardan.

**MATRIC** **2006**

**Science**

Fauji Foundation Model School Nowshera.

Federal Board of Intermediate and Secondary Education Islamabad.

**LANGUAGES**

---

English & Urdu

**PERSONAL DATA**

---

Father Name:	Zahir Muhammad
Date of Birth:	16 <sup>th</sup> June 1989
Marital Status:	Married
Religious:	Islam
CNIC:	17201-4308351-3