

# MOHAMMAD YASIR

## ACCOUNT ASSISTANT

🏠 Electra Street , Abu Dhabi | 📞 +971 545240285 | ✉️ yasir22khan055@gmail.com



### SUMMARY

Strongly desire to pursue my career in a well-established industry. I look forward for an organization that could help in exploring my skill in the industry. I am looking for an organization that would bring out the best of my potential.

Being dedicated and hard-working person.

### PROFESSIONAL EXPERIENCE

#### SALES OFFICER (CREDIT CARD)

Mar 2025 - Till Now

Derby Group(Channel Partner Of Mashreq Bank), Abu Dhabi

- Engage and educate customers on product usage.
- Convey brand information to customers and respond to
- questions/inquiries that arise Increase credit card customers.
- Update and manage contact database with accurate
- profiles,notes, and relevant information.
- Conduct market research to identify selling possibilities and
- evaluate customer needs.
- Collaborating with management on sales goals.

#### ACCOUNT ASSISTANT

Aug 2023 - Oct 2024

Autoworld Pvt.Ltd (KIA Automobile's)

- Organize and maintain financial records.
- Prepare financial reports.
- Assist with budget preparation and analysis.
- Reconcile bank statements.
- Manage accounts receivable and accounts payable.
- Perform data entry tasks.
- Create and update spreadsheets.
- Provide administrative support as needed.

### EDUCATION

#### Bachelor of Science

Completed In 2023

Veer Bahadur Singh Purvanchal University Jaunpur Utter Pradesh

#### Intermediate Examination

Completed In 2020

Maa Durga Ji Senior Secondary Vidhyalaya Jaunpur Utter Pradesh

### ADDITIONAL INFORMATION

- **Skills:** Invoice Processing,Data Entry, Account Payable Receivable, MS-WORD, MS-EXCEL,Tally.
- **Languages:** English,Hindi, Urdu
- **Date of birth:** 04/02/2002
- **Passport Number:** U9595774
- **Expiry:** 21/10/2031