ALI ABBAS

Accounts Management Expert/ Data Entry Specialist

CONTACT

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EDUCATION

BCOM
Punjab University
2019 – 2021

ICOM
Leads Group of College's
2017 – 2019

Matric in Sciences
Jinnah public High School Lahore
2013 – 2015

SKILLS

MS Excel

Quickbook

MS Word

MS Powerpoint

Canva

Book keeping

ABOUT ME

I am a dedicated professional with a Bachelor's degree in Commerce and a strong foundation in the glass manufacturing industry. With a relentless curiosity and a proactive approach to learning, I consistently seek opportunities to broaden my knowledge and skills. I thrive on challenges and am committed to continuous self-improvement, both personally and professionally. My career is driven by a passion for excellence and a belief in the importance of adapting to new environments. I am eager to contribute my expertise and enthusiasm to a dynamic team focused on innovation and growth.

WORK EXPERIENCE

ACCOUNTANT
GHANI GLASS CO.

March '22 - Present

I am responsible for various essential tasks including generating payment receipts, creating customer invoices, handling customer freight logistics, and compiling comprehensive warehouse audit reports. All these duties required meticulous attention to detail as I manually entered and updated information in registers, software systems, and Excel spreadsheets. Additionally, I maintained clear communication by regularly sharing client balances with the CEO, ensuring transparency and accountability throughout all financial transactions. This role sharpened my organizational skills and proficiency in data management, underscoring my commitment to accuracy and efficiency in administrative roles.

DATA ENTRY OPERATOR CALL CENTRE.

Entering customer and account data from source documents within time limits

Compiling, verifying accuracy and sorting information to prepare source data for computer entry.

Reviewing data for deficiencies or errors, correcting any incompatibilities and checking output

TRAITS

Communicator		Leadership	
Problem Solver		Team Player	
Good Manager		Organizer	

*References will be provided upon request