



Aziz Ur Rahman (ACCOUNTANT)

- Father Name: Noor Rahman
- Date of Birth: 10-oct-1997
- Nationality: Pakistan
- Passport no: Nf182033
- Address: Tehkal Bala University Road Peshawar
- Contact: +923135372010
- Email: ar602668@gmail.com
- Availability: Can Join Immediately

OBJECTIVE:

Analytical and creative accounting assistant, recognized for innovative approaches to solving complex problems. Adept at driving workflows and providing strategic support by leveraging practiced communication, data processing and analytical skills. Seeking to leverage organizational and analytical skills to drive corporate goals at a fast-paced organization.

PROFESSIONAL EXPERIENCE:

Worked as Assistant Accountant in Abu Dhabi

05-04-23 to 30-09-23

Responsibilities:

- Calculate UAE VAT
- Vat falling
- Vat registration
- Vat submission
- Corporate tax registration and submission

Accountant at AyS Electronics Peshawar Pakistan

20-Sep-2021 – 5th Apr-23

Responsibilities:

- Gather financial information, preparing of document, and close books.
- Prepared general ledger balance sheet by creating quarterly and yearly balance sheet.
- Completed daily cash function like account tracking, payroll and wage allocations, budgeting, donation and cash banking reconciliation.
- Managing daily expenses and all the transaction of the company.
- Reconcile accounts payable and receivable.
- Ensure timely bank payments.
- Collections of Installment recovery
- Putting sales invoices and purchases
- Deal with customers

Junior Accountant Peshawar Food Company:

01-Mar-2015 to 05-Sep-2015

Responsibilities:

- Post and process journal entries to ensure all business transactions are recorded
- Update accounts receivable and issue invoices
- Update accounts payable and perform reconciliations
- Assist in the processing of balance sheets, income statements and other financial statements according to legal and company accounting and financial guidelines
- Assist with reviewing of expenses, payroll records etc. as assigned
- Update financial data in databases to ensure that information will be accurate and immediately available when needed.

ACADEMIC BACKGROUND:

Bachelor of Commerce, Sarhad University Peshawar

2017--2022

Diploma in Commerce Capital Degree College Peshawar

2015--2017

Secondary School Certificate, Board of Peshawar

2012—2014

ACCOUNTING SOFTWARE SKILLS:

QuickBooks, Tally, SAP ERP, POS

ACCOUNTING SKILLS:

Financial Accounting

Preparing (General Journal, Ledgers, Trial balance, balance Sheet, Profit & lost Standard)

Financial Reporting

Bank Reconciliation Statements & Petty Cash

Account Receivable & Account Payable (Invoices and Billing)

Budgeting, Payrolls, asset management & Bookkeeping.

COMPUTER SKILLS:

Word, Excel, Outlook, PowerPoint, Access

Docs, Drive, Forms, G mail, Sheets

Excel, Google Drive, Open Office, pivot tables, vertical hookups, macros

Outlook, G mail, mail merge, filters, older

PowerPoint, Google slides

Microsoft Windows.

Other Skills:

- Leadership
- Communication
- Time Management
- Decision making
- Problem Solving

LANGUAGES:

English, Urdu, Hindi, Pashto

CERTIFICATES:

- Accounting Software
- English Proficiency
- Character
- Organization Skill