



Rehman Ullah

Nationality: Pakistani **Date of birth:** 14/03/1999

Phone number: (+92) 3171907021 **Email address:** rehman92693@gmail.com

Temp Home: I-8 Markaz, Islamabad (Pakistan)

WORK EXPERIENCE

Accounts Officer

Comtanix (vCloud Tech) [04/10/2022 - Present]

City: Rawalpindi

Country: Pakistan

Generating & Analyzing Financial Reports.

Generating Reports from Amazon Seller Central.

Perform Payment Verification & Payment tagging.

Inventory Management & Bank Reconciliation Statement.

Daily Bookkeeping of Financial transaction in QuickBooks.

Process USA Sales Tax Returns & Payments.

Manage Accounts Payable & Accounts Receivable.

Perform Internal Audit of Financial Statements.

Accountant

Street 1 Café {04/21-09/22} 1.5 Years

City: Islamabad

Country: Pakistan

Generating & Analyzing Financial Reports.

Manage All Accounting Transactions in QuickBooks Online.

Manage Accounts Payables & Accounts Receivables.

Reconcile Bank Statement & Accounts Transaction.

Audit of Accounts Payables & Accounts Receivables.

Preparing Quarterly and Annual Tax Reports.

Bookkeeping (PO's, Bills & Invoices) in QuickBooks.

EDUCATION AND TRAINING

Bachelors of Business Administration (BBA Hons)

Northern University Nowshera [13/03/2017 - 20/04/2021]

Fsc Pre-Engineering

Leeds College Peshawar [20/06/2014 - 20/06/2016]

Diploma in Information Technology

New Neelab Institute Nowshera

LANGUAGE SKILLS

Urdu (National language)

English (Controversial)

Pushto (Native)

Hindi (Controversial)

DIGITAL SKILLS

QuickBooks Online & QuickBooks Desktop/ Advance Microsoft Excel / Microsoft outlook / Microsoft Office / Accounts receivable / Accounts payable / dealing with clients / Bookkeeping and Freelancing / Bank reconciliations and bank balances / Research and analytical skills / Google (GoogleAds, Google Analytics) / Google (Google Drive, Google Docs, Google Slides, Google Sheets, Google Meets, Google Trends)) / Team-work oriented / Presenting / Google Drive
