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| Bhuttataimour@hotmail.com | 0424520687 | Mascot, NSW, 2020 / [www.linkedin.com/in/muhammad-taimour-tariq-19639399](http://www.linkedin.com/in/muhammad-taimour-tariq-19639399) |

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| Key skills* Outstanding Customer Service skills.
* Excellent written & communication skills.
* Adaptable to any work conditions independently & collaboratively.
* Analytical approach.
* Highly Optimistic.
* Problem Solver.
* Detail Oriented.

**Technical Skills:**MYOB **Microsoft office:** Word, Excel and PowerPoint **Languages:**English Urdu EducationMaster of Professional Accounting Advance from Torrens University Graduated - 2022Sydney, Australia Associate of Chartered Certified Accountant (ACCA)from SKANS School of Accountancy Graduated - 2016Gujranwala, Pakistan  | **Professional Summary** Proactive professional with work experience in the Customer Services and Accounting sectors. Currently completed Master of Professional Accounting Advanced degree and seeking an Accounting job opportunity. I hope to gain more experience in my field as well in technology industry as well as to contribute to the success of a team. I have strong problem-solving and analytical skills as well as excellent communication & sales skills. **Career history****Accounts Administrator** at Café Ideas Pty Ltd July 2022 – Present**Key responsibilities*** Reconciliations
* Accounts Payable Officer
* Quick Books and inventory management Software
* Managing Account Operations

**Associate Accountant** at Talib Hussain & Co  January 2013 – February 2014**Key responsibilities*** Dealing with clients and settled financial matters
* Entering data relating to financial transaction in the system.
* Preparing different management reports.

**Interests and Awards*** Reading, learning, and running.

**Awards**Secured 25th Position across Pakistan & 7th across region city Sheikhupura, Pakistan out of 4478 Contestants in International Kangaroo mathematics contest 2008.  |