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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  Education  Master of Professional Accounting Advance from Torrens University  Graduated - 2022  Sydney, Australia  Associate of Chartered Certified Accountant (ACCA)  from SKANS School of Accountancy  Graduated - 2016  Gujranwala, 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. |