

ATIQ UR REHMAN

OBJECTIVE

To secure a challenging position in a reputable organization to expand my learnings, knowledge, and skills

CONTACT

PHONE:

0092-304-6848180

ADDRESS:

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sadar gogera Distt Okara

EMAIL:

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DATE OF BIRTH:

26-10-1992

MARITAL STATUS:

Married

EDUCATION

B.Com (2012-13)

WORK EXPERIENCE

[Sona welfare society] [Computer operator]
[Jan 2014- Dec 2015]
[Royal Airport Services] [Senior Traffic Assistant]
[Dec 2016-Mar 2022]
[Malang Jan Foods PVT LTD] [Accountant]

COURSES

- Altea DCS by Qatar Airways & Air Arabia
- Passenger Handling by Qatar Airways
- DGR CAT 8-9-10 by Menzies-Ras
- Human Factor by Menzies-Ras
- Supervisor Aircraft Loading by Menzies-Ras
- Airside Safety by Menzies

RESPONSIBILITIES

- Data entry of all type of vouchers in accounting software.
- Maintain petty cash, preparing cheque and distribute salaries to the staff
- Maintaining & Reconciliation of Debtor & Creditors
- Prepare, reconcile and record related to account payable and receipts
- Flight Editing, Conduct Pre & Post Flight Briefings & Documents
- Check keeping in view of Covid-19 Procedures for all destinations

SKILLS

Experience on accounting software intelligent bussiness solution (IBS)
Excellent Communication Skills
Quick Learner
Can work in shifts