

GOHAR ASIF

ACCOUNTANT

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OBJECTIVE:

To have a challenging position in the field of business administration in an organization with global perspectives where I could apply all my major principles and specialized interested areas of application which in turn would enable me to exhibit my wide range of knowledge and expertise in a competitive environment.

PROFILE:

- Well-developed inter-personnel skills and task management abilities.
- Highly motivated, energetic and positive team player.
- Introvert and extrovert at the same time, which gives me strong analytical skills, and at the same time to be innovative.

EDUCATION:

- **MASTER'S in Accounting & Finance** from Virtual university of Pakistan **2017**
- **BACHELOR'S in Commerce** from Punjab University of Pakistan **2013**
- **DIPLOMA in Commerce. D.Com** from Govt. Technical College **2010**

WORK EXPERIENCE:

ACCOUNTANT IN TASHEEL, Air Port Road Abu Dhabi, U.A.E.

April 2016 - Present

- Quick Books handling, Entering financial information into software programs.
- Preparing financial documents such as invoices, bills, and accounts payable and receivable
- Managing payroll
- Completing financial reports on a regular basis and providing information to the finance team.
- Completing bank reconciliations.
- Preparing statement of accounts for client's.

DIPLOMA TRAINEE, Speed ways, Lahore, Pakistan.

6 month

- Give advice on destinations;
- Make arrangements for transportation, hotel accommodations, car rentals, tours, and recreation;
- Advise on weather conditions, restaurants, tourist attractions, and recreation;
- Provide information on customs regulations, required papers (passports, visas, and certificates of vaccination) and currency exchange rates to international travelers;
- Consult published and computer-based sources for information on departure and arrival times, fares, and hotel ratings and accommodations;
- Visit hotels, resorts, and restaurants to evaluate comfort, cleanliness, and quality of food and service;

SKILLS:

- Working knowledge of Microsoft Windows.
- Complete command on MS Word, Excel, and PowerPoint, Internet software and email.
- Familiar with Web Technology.
- Multilingual (Urdu/English neutral ascent) writing, speaking abilities.

STRENGTH

- Enthusiastic, motivated, self-starter who relates to people extremely well and understands the process of consulting, excellent problem solver as a result of being highly creative and well organized.
- Demonstrated ability to react and perform well under pressure while handling assignments, responsibilities of technical nature.

LANGUAGE SKILLS:

- English (Reading, Writing & Speaking Skills)
- Urdu (Reading, Writing & Speaking Skills)
- Punjabi (Reading, Writing & Speaking Skills)
- Arabic (Reading & Writing Skills)

PERSONAL DETAIL:

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|-------------------|------------------|
| • Marital Status: | Married |
| • Gender: | Female |
| • Religion: | Islam |
| • Date of Birth: | 07 December 1992 |
| • Passport No: | DT1880272 |
| • Issued from: | Lahore, Pakistan |

INTEREST/HOBBIES:

- Net surfing
- Badminton

REFERENCE:-

Will be furnished on demand.
