

CURRICULAM VITAE



Personal Data:

Father's Name: Khurram Aslam
Date of Birth: 27th May, 1998
Marital Status: Single
Nationality: Pakistani
Visa type: Visit Visa valid till
7th June, 2022

Language Known

English

- Great skills in Listening, reading, writing and speaking.

Hindi

Certifications:

- Diploma in Warehouse Management: (Inventory, Stocks and Supply Chain)
- Marketing: Product Management
- Diploma in Accounts Management (IOAP)
- Diploma in Office Management (IOAP)
- Diploma in Retail Management, Merchandising, Distribution,
- Diploma in Sales Management

Other Skills:

Great command in Microsoft Office especially in MS Word and MS PowerPoint.

Abdul Wahab Ali

Email: wahabraput6430@gmail.com

Address: Al Murar, Deira, Dubai, U.A.E

Contact No: +971 58 6632198

Career Objective:

Seeking a challenging position in a reputed organization where I can learn new skills, expand my knowledge, and leverage my learning and to get an opportunity where I can make the best of my potential and contribute to the Organization's growth.

Academic Background

Associate Degree Program in Accounting and Finance University of Central Punjab, Lahore Pakistan	2018 - 2020
Intermediate, ICS, Board of Intermediate and Secondary Education Gujranwala. From: Punjab College for Boys, Wazirabad, Pakistan	2015 - 2017
Matriculation, Science Group, Board of Intermediate and Secondary Education, Gujranwala From: Punjab College for Boys, Wazirabad, Pakistan	2013 - 2015

Work Experience

Accountant, Waian Enterprises

Responsibilities:

- Day to Day Book Keeping
- Handle day-to-day accounting duties
- Assist with account payable & receivable
- Prepare monthly statements and reports.
- Co-ordination with Bankers and external service Providers.
- Month-end book closure and reporting
- Liaising with auditors for annual audits, tracking Renewals.
- Handle sensitive information in a confidential manner.
- Take accurate minutes of meetings.
- Coordinate office procedures.
- Reply to email, telephone, or face to face inquiries.

01/2020 – 02/2022

ADDITIONAL SKILLS

- Self-motivated and driven by targets
- Strong communication skills – including both verbal and written.
- Numerical skills.
- Strong decision maker