



PROFILE

Focused Accountant with years of experience. Adept at writing detailed reports and budgets, completing detailed financial analysis and planning strategically for top client services. Detail-oriented with extensive knowledge of cash and record maintenance and comprehensive accounts reconciliations.

SKILLS

Work really well under pressure
Very responsible and trusted. Can perform multiple tasks effectively.

CONTACT

PHONE:
0504631204

Location:
Dubai, U.A.E.

EMAIL:
ahtshammir67@gmail.com

HOBBIES

Traveling
Bike riding

LANGUAGES

Urdu: Native speaker
English: Professional Working Proficiency

AHTSHAM AHMED MIR

EDUCATION

University Of Azad Jammu and Kashmir
2017
MBA: Business Administration

University Of Azad Jammu and Kashmir
2012
B-com: Commerce

AJK Board of Intermediate and secondary education
2008
I-com: Commerce

AJK Board of Intermediate and secondary education
2006
Metric: Science

WORK EXPERIENCE

Friends Traders: Accountant
02/2021–05/2022

- Reconciled accounts form income and expenses data to net worth and assets.
- Accurately documented all cash, credit, fixed assets, accrued expenses and line of credit transactions.
- Created quarterly and yearly balance sheets to track financial trends and performance.
- Compiled general ledger entries on short schedule with 100% accuracy.

7Stars Traders: Accounts Assistant
01/2019–09/2020

- Reconciled all company accounts, including credit cards and expenses.
- Managed invoices, refunds and returns.
- Prepared Excel spreadsheets to track banking transactions and financial performance.
- Oversaw inventory by reviewing batch summaries and ordering based on sales trends.
- Input sales, purchase and cash transactions.

Pak Qatar family takaful LTD: Branch Officer

09/2016–10/2018

- Advised customers on financial products to suit personalized needs
- Processed accurate and timely insurance applications, updates and claims.
- Supplied personalized investment advice to meet customer objectives.
- Built positive customer relationships for optimized branch quality.
- Kept detailed cash-flow reports to monitor and maintain business performance.
- Recruited and trained staff for high quality branch service.
- Calculated insurance risks and rates for customer quotes.

CERTIFICATIONS

QuickBooks
Peach Tree
Tally ERP.9
6 Month Basic software course

ADDITIONAL INFORMATION

Father name: Mir Aziz ur Rehman
Date of Birth: 22 March 1991
Religion: Muslim
Marital status: Married
Visa Status: Visit
Visa expiry: 25 Nov 2022
Passport: FC0998182