

Fazal Amin

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| Al Ain, United Arab Emirates.



OBJECTIVES:

- ◆ To establish a strong accounting system for your organization and to enhance my professional experience.
- ◆ Intend to join an organization that will utilize my knowledge & experience for personal & professional growth.
- ◆ To accept challenging tasks & man oeuvre them tactfully for the prosperity of organization.
- ◆ To be sincere & loyal with the organization.

Professional experience:

- ◆ **Working Currently as accountant in *Wazir Mohammad Transport L LC, Al Ain,UAE* from 1st May 2016 till now .**

Key Responsibilities:

- Using accounting software QuickBooks for Accounts.
- Prepare the financial statements as well as customers and vendors reports.
- Issuing of Quotations, Comparative statement and work order regarding purchases for the company.
- Correspondence and dealing with supplier for Diesel Purchase and sales. .
- Preparing Miscellaneous Expenditure Statement.
- Keep filing of all the document of the firm.
- Preparing of Cash Book, Stock Register.
- Preparing Monthly as well as yearly Expenditure statements regarding the company.
- Maintaining all concerning accounting & financial records.
- Follow-up of all vehicles, drivers and all traffic fines related to Transport.



- ◆ **worked as Accountant cum computer operator in *Jawad Traders Peshawar Pakistan* (June 2012 to 20th April 2016 .**

Key Responsibilities:

- Prepare Quotations, local purchase order and sales invoices to all Govt. Institutions/hospitals of Khyber pakhtunkhwa .
- Correspondence and dealing with supplier through emails
- Maintaining all documentations of all hospitals hard and soft.
- Preparing Miscellaneous Expenditure Statement.
- Profit & loss /Bank reconciliation/and daily check in balance of all payment and receipts



- ◆ **worked as a Accountant in *Sagittarius Pharmaceuticals* (2010-2012)**

Key Responsibilities:

- Preparing Miscellaneous Expenditure Statement.
- Preparing of Cash Book, Stock Register.
- Evaluation of the Bank Reconciliation statement.
- Issuing of Quotations, Comparative statement and work order regarding purchases
- Corresponding with official within the Department and outside.



◆ **worked as Accountant cum computer operator in AY Traders Peshawar Pakistan**



◆ **(2007-2010)**

Key Responsibilities:

- Issuing of Quotations, Comparative statement and work order regarding purchases for the Firm.
- Corresponding with official within the Department and outsiders
- Preparing Miscellaneous Expenditure Statement.
- Keep filing of all the document of the firm.
- Preparing of Cash Book, Stock Register.
- Preparing Monthly as well as yearly Expenditure statements regarding the firm.
- Preparing quarterly and yearly Budget regarding the firm.
- Maintaining all concerning accounting & financial records.

• **EDUCATION QUALIFICATION**

- Bachelor of commerce (Hon's) 1st Div University of Peshawar 2006
- Bachelor of Commerce (B.COM) 1st Div University of Peshawar 2005
- Diploma in Commerce (D.COM) 1st Div B.T.E Peshawar KPK 2002
- Secondary School Certificate(Humanities) 1st Division B.I.S.E KPK Peshawar 2000



Skills:

- Ability to analyze numbers and figures.
- Ability to communicate with other departments, colleagues and clients.
- Focus on detailed oriented documentation.
- Have knowledge of a variety of computer programs and systems.
- Have organizational skills and able to keep in order and manage all the data.
- Ability to work on own initiative.

Computer Skills:

Good Practical experience in the field of Accounting and Finance (Manual as well as Computerize).

- Quick Book
- Tally
- Peach Tree
- Business Manager Premium
- Microsoft Office
- Computer Hardware
- SPSS, Ms Project
- ERP

Languages: English, Urdu, & Pashto

Name: Fazal Amin
Nationality: Pakistani
Gender: Male
CNIC No: 17301-1597397-9
Date of Birth: 12th March 1984
Passport No: LM4133971
Current Location: Al Ain, UAE.

CONCLUSION & DECLARATION:

I hereby certify that the above mentioned statement is correct & true to the best of my Knowledge & belief. If I recruited I assure that I would perform to the best of my abilities with exemplary professional approach to reach up to the organization's expectations.