**SUMMARY:**

**JAMAL ISLAM**

**+971 50 8048385**

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[**jamalkhattak1@hotmail.com**](mailto:jamalkhattak1@hotmail.com)

**&**

[**ktkjamal@gmail.com**](mailto:ktkjamal@gmail.com)

**VISA STATUS: EMPLOYMENT (Transferable)**



I am highly adaptable to rapidly changing environment and situations & have well- developed awareness and understanding of different cultures. Good presentation and communication skills. Good knowledge of cost controlling & budgeting.

**OBJECTIVES:**

To secure challenging position where my education, accomplishment and proficiency will allow me the opportunity to continue to learn and grow.

**EDUCATION:**

1. Bachelor of Business Administration (Hons.) Finance **3.41/4.00 CGPA,** in 2011 from
2. KPK AGRICULTURAL UNIVERSITY PESHAWAR (PAKISTAN)

**EXPERIENCE:**  Total: +6 Years

1. **Company: Noor Al Buteen General Transporting Al Ain, United Arab Emirates**

**Designation:** *Accountant & Administrative Officer*

###### Duration: June 2016 to Till Date.

1. **Company: Islamic Children Academy Saikot Pakistan**

**Designation:** *Accountant & Administrative Officer*

###### Duration: February 2011 to April 2016.

***Responsibilities:***

* Responsible for routine finan.
* cial, secretarial and administrative duties.
* Updating register and index for the entry of latest documents and maintains the revision.
* Identify and file the documents replacing the previous version if available and retain those versions in archive.
* Preparing accounts.
* Maintain daily cash flow.
* Voucher maintains.
* Staff attendance.
* Managing payroll.
* Controlling budgets.
* Contributing to the development and maintenance of financial systems and processes.
* Monthly reconciliation for AP/AR.
* Issue cheques and official receipt.
* Collection of payments from creditors.
* Payment within due dates.
* Updating all employee records.
* Recording all transaction and posting them into ledger book.
* Analyzing the revenue and expenditure of a business.
* Conducting financial investigations and audits, and preparing reports.
* Reporting to managers, directors or shareholders about the financial health of a business.
* Providing advice to businesses on taxation, mergers, purchases, insolvency and financing.
* Developing budget and accounting policies.
* Liaising with external auditors.
* Preparing profit and loss statements, monthly closing and cost accounting reports.
* Resolving accounting discrepancies.

**COMPUTER SKILLS:**

MS Office (Word, Excel, PowerPoint etc)

Windows (Operating & General Troubleshooting) & Internet

Tally

Quick Books

Peach Tree

**INTERPERSONAL SKILLS:**

Numerate, Ambitious, Steadfast, Determinant, Intellectual, Hardworking, Investigative, Pro-active, Problem Solver, Adapting.

**PERSONAL INFORMATION/DETAIL:**

Father Name Fazal Islam

D.O.B May 8, 1987

Nationality Pakistani

Passport No EM4179783

CNIC No 14203-9157978-5

Marital status Single

Languages English, Urdu and Pashto

**REFERENCES:**

Will be furnished on demand.