



**JAMAL
ISLAM**



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&
kktjamal@gmail.com

**VISA STATUS:
EMPLOYMENT
(Transferable)**

SUMMARY:

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:

Bachelor of Business Administration (Hons.) Finance **3.41/4.00 CGPA**, in 2011 from

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.
2. **Company:** **Islamic Children Academy Saikot Pakistan**
Designation: *Accountant & Administrative Officer*
Duration: February 2011 to April 2016.

Responsibilities:

- Responsible for routine finan.
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- 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.