



# ALTAF HUSSAIN

JFZA –Dubai (UAE)

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## ABOUT

- F, Name : Noor Dad Khan
- Date of birth : 08/01/1993
- Nationality : Pakistani
- Visa Status : Employment Visa

## LANGUAGES

English : Proficient

Urdu : Proficient

Pashto : Proficient

## Professional Skills

- Accounting Book keeping.
- General ledger entries.
- Prepare vouchers.
- Prepare Balance Sheet and Profit & loss account.
- Account Reconciliation.
- Analytical and problem solving skills.
- Time management

## EXPERIENCE

### Accountant

#### Junaid Medical Complex Mardan (Jul 2022 — Sep-2023)

- Maintain and order supplies manage medical office, prepare office payroll Process all payroll deduction for employees that have outstanding balances including setting up new contracts and managing current deduction perform payment posting deposit reconciliations batch reviews and adjustments enter vendor invoices and cut checks on a bi-weekly basis using QuickBooks file insurance claims to Medicare. Medicaid and private insurance companies maintain patient records and medical coding.

### Accountant

#### MIES School Mardan (Pakistan) (2021 —March-2022)

- Managed account payable, account receivable, and payroll function.
- Prepare month-end closing entries for detail reporting and recordkeeping.
- Reviewed and reconciled discrepancies in accounts and financial documentation.
- Prepare month and year-end closing statement, financial documents and invoices.

### Assistant Accountant

#### Rehman cotton mills ltd Mardan (Oct 2019—Dec-2020)

- To record all daily vouchers.
- Reviewed general ledger entries for accuracy and completeness.
- Maintain process documentation for financial department operation.
- Prepare all documents for import department and dealing with banks and agents.

## EDUCATION

M.COM (Accounts & Finance) 2019

Abdul Wali Khan University Mardan

Diploma of Information technology 2019

BTE (Peshawar)

## Proficiency skills

- |               |             |
|---------------|-------------|
| Oracle online | Quick books |
| Peachtree     | Internet    |
| MS Office     | Wikipedia   |

## PERSONAL QUALITIES

- Hard Working
- Team Player
- Effective Communication and interpersonalSkills
- Ability to quickly grasp new concepts