

Uneeb Sajid Amin

Accounts & Finance

+92-324-494-9541 - shaikhas53@gmail.com

488/E PCHS near ghazi road DHA Lahore, Pakistan

WORK EXPERIENCE

Accountant (April-2019 to July-2019)

Éclat Accountancy

- Matching Sales and purchase Invoices with cash-book.
- Reconciliation of cash-book with bank statement.
- Preparation of Financial statements and all other bookkeeping tasks.

Customer Service Officer (July-2013 to Aug-2014)

ICS Cargo & Logistics

- Entertaining walk in clients.
- Handling Customer queries, suggestions and complaints.
- Updating Customer and company's data.

EDUCATION

ACCA (2017-Present)

- F1 (Accountant in Business)
- F2 (Cost Accounting)
- F3 (Financial Accounting)
- F4 (Corporate & Business Law)
- F5 (Performance Management)
- F6 (UK Taxation)

A-LEVELS (G.Sciences) (Year 2013-2015) KIMS College

O-LEVELS (Sciences) (Year 2010-2013) DHA School for Boys



SKILLS

Microsoft Office

Communication Skills

Time Management

Decision Making

Teamwork

OBJECTIVES

Becoming the valuable part of extensive team to obtain a challenging position in an organization that provide an opportunity and environment for self improvement and leadership, contributing to the symbolic growth of the organization with my technical, innovative and logical hard working skills.