**TEHREEM URBAB**



ADRESS: JALLO PARK NEAR NEW ABADI LAHORE CANTT

CONTACT: 0308-5529872 EMAIL: tehreem.urbab786@gmail.com

**Professional Summary**

Capable Accountant and successful managing multiple tasking and consistently meeting account books. Extensive knowledge of accounting software and processes. Proficient in Excel & MS Office. Also experience the Import and Export procedure very well. Well known about preparing asset, liability, and capital account entries by compiling and analyzing accounts information Documents financial transactions by entering account information.

**QUALIFICATION**

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| --- | --- | --- |
| DEGREE | BOARD | YEAR |
| MSC Acc and Fin | NCBA & E | 2019 |
| B.com | Pu | 2017 |
| FRONT OFFICER | PSDF | 2015 |
| FSC.PRE MED | LAHORE | 2014 |
| MATRIC | LAHORE | 2012 |

COMPANY: - **Dr Zarqa Clinic**  DESIGNATION: - **EXECUTIVE IMPORTS AND DISTRIBUTION: -**

* RECORD KEEPING
* IMPORT & EXPORT
* INTERNATIONAL COMMUNICATION
* COSTING OF IMPORTS.
* DISTRIBUTION
* ISSUANCE OF MATERIAL REPORTING
* DAILY PARTY WISE REPORT
* WASTE (SCRAP) PRODUCTION & SALE HANDLING
* RECORD KEEPING
* SOFTWARE ENTERIES
* RECONCILATION OF ACCOUNTING LEDGERS

COMPANY: - **DYNAMIC TEXTILE** DESIGNATION: - **EXECUTIVE IMPORTS AND DISTRIBUTION: -**

* RECORD KEEPING
* IMPORT & EXPORT
* INTERNATIONAL COMMUNICATION
* COSTING OF IMPORTS.
* Distribution
* ISSUANCE OF MATERIAL REPORTING
* DAILY PARTY WISE REPORT
* WASTE (SCRAP) PRODUCTION & SALE HANDLING
* RECORD KEEPING
* SOFTWARE ENTERIES
* RECONCILATION OF ACCOUNTING LEDGERS
* SALE AND PURCHASE HANDLING

COMPANY: **- IFTIKHAR TRADERS** DESIGNATION: **- ACCOUNTS ASSISTANT**

**DUTIES: -**

* RECORD KEEPING
* SOFTWARE ENTERIES
* END OF THE MONTH FINANCIAL STATEMENTS
* RECONCILATION OF BANK AND OTHER LEDGERS
* IMPORT & EXPORT

**PROFESSIONAL SKILLS**

MICROSOFT OFFICE BASIC & SPOKEN ENGLISH courses completed in 2015 from PSDC Multan.

**PERSONAL INFORMATION**

CNIC NO. 35201-1250968-8

D/O/B 04-08-1997

Marital Status UN Married

F/NAME M.ABDULLAH

F/NO. 0301-4647134

**SKILLS:**

Outlook, Word, Excel, PowerPoint, GOOD SPEAKER, GOOD LISTNER, CONVIENCING POWER, CONFIDENCE, ACHIVER, PUNCTUAL, PROFESSIONAL & POSITIVE THINKER

**HOBBIES:**

BOOK READING, MOVIES, GAINING NEW KNOWLEDGE & PLAYING CRICKET

MY CONCLUSSION:

BE PROFFESSIONAL AND GET SUCCESS

REFERENCE:

Provided if necessary.