



Gohar Malik

Nationality: Pakistani

Phone: (+971) 526615009

Email address: goharmalik115@gmail.com

Address: 00000 Dubai (United Arab Emirates)

ABOUT ME

I have a strong background and experience in finance and fully understand its significant values. I am a self-motivated, efficient, diplomatic professional and believe my strengths and skills which make me unique as an accountant

WORK EXPERIENCE

Accounts payable

Skinny Genie Gluten Free & Cooloo Tamam DMCC (Restaurant) [24/04/2019 – Current]

City: Dubai

Country: United Arab Emirates

- Keeping track of all payments and expenditures, including payroll, purchase orders, invoices, statements, etc.
- Reconciling processed work by verifying entries and comparing system reports to balances
- Maintaining historical records
- Paying employees by verifying expense reports and preparing pay checks
- Paying vendors by scheduling pay checks and ensuring payment is received for outstanding credit; generally responding to all vendor enquiries regarding finance
- Preparing analyses of accounts and producing monthly reports
- Continuing to improve the payment process
- Petty Cash Management

Business lecturer

National College Of Business Administration & Economics [16/09/2018 – 06/04/2019]

City: Rahimyar khan

Country: Pakistan

- The delivery of quality education and training
- Engaging students in the learning processes
- Workplace training and workplace assessment
- Implementation of new technologies and techniques
- Identification of industry/community requirements in relation to delivery of programs
- Participation in the conduct of training needs analysis and skills audits
- Identification of professional development needs
- Study area is Accounting, Finance, HRM, Management & Marketing

EDUCATION AND TRAINING

CPA(Certified Public Accountant)

ICPAP(Institute Of Certified Public Accountant Of Pakistan) [12/03/2020 – 07/07/2021]

Address: Plot No.13, Street 42, Sector F-8/1, Islamabad-44000, Pakistan, 44000 Islamabad (Pakistan)

<http://icpap.com.pk/>

MBA (Master Of Business Administration)

Institute Of Management Sciences , Bahuddin Zakariya University [12/11/2015 – 30/08/2018]

Address: Bosan Road, 60800 Multan (Pakistan)

bzu.edu.pk

Bs-Commerce (Honrs)

Bahuddin Zakariya University [06/09/2011 – 12/10/2015]

Address: Bosan Road, 60800 Multan (Pakistan)

LANGUAGE SKILLS

Mother tongue(s):

Urdu

Other language(s):

English, Punjabi, Hindi

LISTENING C2 READING C2 WRITING C2

SPOKEN PRODUCTION C2 SPOKEN INTERACTION C2

DIGITAL SKILLS

Microsoft Office, Microsoft Word, Microsoft Excel, Outlook, Facebook, Google / Xero Cloud Accounting Software / PHC - ERP/CRM software / Book keeping / Cash handling / Petty cash management / Good team spirit, good intrapersonal and interpersonal relationships / Problems solving and decision making / Work Ethics