



IRFAN AZIZ TAHIR

Mobile: +97150-1373140

E-mail: irfanazizok@gmail.com

Personal Information:

Nationality : Pakistani

Status : Married

Date of Birth : 12-8-1985

Visa status : visit

Career Objective:

To use my skills and experience in the best possible way for achieving the company's goals. *To obtain any suitable position where I can utilize my energy, skills and dedication to achieve business targets and objectives.*

Education & Trainings

- ❖ BA: Bachelor in Arts
University of Punjab –Lahore (Pakistan)
- ❖ FA: Board of Intermediate and Secondary Education Lahore
- ❖ Metric: Board of Intermediate and Secondary Education Lahore

Experience & Key Competency:

Admin Cum Accountant



Bashir&Sons Company Pvt Ltd

Full Time-Jan 2017-June 2022

Responsibilities/Accomplishments:

- ❖ Daily booking and recording of financial transactions.
- ❖ Routine booking of expenses and incomes.
- ❖ Monthly payroll processing.
- ❖ Monthly closing of Accounts and preparation of Profit & Loss A/C.
- ❖ Preparation of vouchers, Bills, Invoices and supporting documents for entry into the computerized accounting system.
- ❖ Maintain papers based and electronic record, files, folders and documents in an accurate and orderly manner.
- ❖ Manage schedules and deadline

Admin officer



Habib Constuction Services Pvt Ltd

Full Time- Oct 2015-Jan 2017

Responsibilities/Accomplishments:

- ❖ Maintain and Manage all Admin related tasks / works
- ❖ Arrangements of events, meetings, traveling and conferences of foreign & local delegations
- ❖ Assist Executive Director in their Official & Personal jobs / tasks.
- ❖ Procurement of office inventory / stationary.
- ❖ Documents controlling and maintenance of recording
- ❖ Supported Marketing, Technical and Finance Departments as & when required.

Computer Proficiencies:

- ❖ Proficient in MS Office, Basic Soft & Hardware Trouble shooting
- ❖ MS-Word, MS-Excel, MS-Power-Point, Outlook, Correspondence & Folders Management etc. Office Machines: Fax, Printer, Scanner can use effectively.

Languages: Multilingual

Languages	Read	Write	Speak
English	Fluent	Fluent	Fluent
Urdu	Fluent	Fluent	Fluent
Punjabi	Fluent	Fluent	Fluent
Arabic	Basic	Basic	Basic
Hindi	-	-	Fluent

Core Strengths and Enabling Skills

- ❖ Income statement
- ❖ Preparation of tender documents
- ❖ Cash flows
- ❖ Preparation of invoices
- ❖ Inventory management
- ❖ Managing Schedules and deadlines
- ❖ Strong Communication & Presentation Skills
- ❖ Preparation of various financial reports
- ❖ MS Office, Advanced MS Excel

I hereby confirm that all above mentioned information is as best in my knowledge.

**Reference will be furnished upon request.

IRFAN AZIZ TAHIR (050-1373140)