

IHSAN ALI

ACCOUNT /ADMIN ASSISTANT

WORK EXPERIENCE

MAY 2020 – MAY 2021

ACCOUNT ASSISTANT, SAIF TEXTILE MILLS LIMITED (PAKISTAN)

RESPONSIBILITIES INCLUDES,

- Keep track of accounts payable and accounts receivable
- Overseeing client accounts.
- Update financial records
- Creating, sending, and following up on invoices.
- Preparing payments for employees.
- Preparation of Cash payment vouchers, Bank payment vouchers, Bank receipt vouchers and Journal vouchers.
- Maintenance of bankbooks for all accounts.
- Enter financial data into the system
- Maintenance of cashbook for recording of cash transaction
- Preparing of Bank reconciliation statement of every month.
- Checking and payment verification of computerized and manual bankbook/ cashbook

APRIL 2016 – JUNE 2018

ACCOUNT/ADMIN ASSISTANT, SARHAD RURAL SUPPORT PROGRAM (SRSP) PAKISTAN

RESPONSIBILITIES INCLUDES

- Posting of all entries in computerized accounting software.
- Recording Attendance, leaves accurate and fuel consumption records.
- Procurement of office supplies, stationary etc.
- Maintain accurate and up-to-date equipment inventory.
- Handling staff payroll and over time and leave record.
- Arrange the payments of utility bills and other payments.
- Assist Manager in day-to-day administration related activities
- Maintenance of bankbooks for all accounts.
- Maintenance of cashbook for recording of cash transaction

EDUCATION

2013 TO 2016

MASTER OF BUSINESS ADMINISTRATION (MBA 1.5), INTERNATIONAL ISLAMIC UNIVERSITY ISLAMABAD

2009 TO 2012

BACHELOR OF BUSINESS ADMINISTRATION, BBA (HONS), AGRICULTURE UNIVERSITY PESHAWAR



PROFILE

A results-driven, dedicated professional with good academic background and trainee level experience with in the corporate sector An effective communicator at all levels, good problem solving, analytical and organizational skills, and highly motivated either in a team or working on own initiative . Now looking for a challenging entry level within a progressive organization

CONTACT

Address : Sharjah, UAE

CELL NO: +971 589293124

EMAIL:

Ihsanalimba@hotmail.com

SKILLS

- Good Writing Skills
- Sound Research and analytical skills
- Microsoft office.
- Tally ERP 9
- Teamwork spirit