



# ABDUR RAHMAN

## OBJECTIVE

Looking for an exciting and dynamic role where I can utilize my skills and experience to drive tangible results. Passionate about joining an organization that fosters a culture of innovation, continuous learning, and personal growth.

## EXPERIENCE

### MEXTOH ADVERTISING LLC DUBAI UAE

**JAN 2024 TO CURRENT**

#### DATA ENTRY & CASHIER

##### Job Descriptions

- Managed cash register, processed customer payments accurately, and provided changes as needed
- Balance cash drawers at the beginning and end day, reconciling and preparing bank deposits
- Enter data into computer systems accurately and sufficiently.

### ALLIED STEEL INDUSTRIAL GROUP PAKISTAN

**OCT 2019 – OCT 2023**

**ACCOUNTS OFFICER at M.OWAIS STEEL RE-ROLLING MILL**

#### Job Descriptions

- Monitoring & analyzing accounting data & produce monthly accounts
- Prepare all account daily voucher of receipt and payment
- Cash handling, bank reconciliation and payroll
- Making payment documents
- Verifying account payable and receivable
- Prepare daily petty cash vouchers
- Arranging payment requests
- Raw Material & Other Purchases
- Reconciliation account payable & receivable with account Manager on weekly basis

#### **OTHER RESPONSIBILITIES**

##### **CASHIER**

- Provide change for cash payment & Maintained cash balance at cash register
- Insure sufficient change is available & Issued received, refund and change.

### ALLAMA IOBAL MODEL HIGH SCHOOL

**SEP 2017 - SEP 2019**

#### ACCOUNTANT

##### Job Descriptions

- Monitoring & analyzing accounting data & produce monthly accounts
- Managed all accounts including book keeping.
- Maintained all books of account, school Cash Book, Bank Book.
- Prepared accounting voucher, data entry review and post of GL
- Administer payroll for all school employees in coordination with account manager
- Administer, maintain and reconcile all petty cash accounts
- Other administrative task as & when assigned.

## CONTACT



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Hor Al Anz, Deira

Dubai, UAE

## SKILLS

### HIGHLIGHTS

- Communication Skills
- GL entry accuracy
- Payment collection
- ERP Software
- MS Office
- Excellent Teamwork

## LANGUAGE

- English
- Urdu

## PERSONAL INFORMATION

- Passport No : TR9151201
- Passport Exp : 23/01/2033
- Date of Birth : 03/03/1997
- Gender. : MALE
- Status : Single
- Nationality : Pakistani
- Visa Status : Visit Visa

**EDUCATION**

**MASTER OF COMMERCE – ACCOUNTING** **2017 - 2019**  
UNIVERSITY OF PESHAWAR, PAKISTAN

**BACHELORS OF COMMERCE - ACCOUNTING** **2015-2017**  
UNIVERSITY OF PESHAWAR, PAKISTAN

**DIPLOMA OF COMMERCE** **- ACCOUNTING** **2013 - 2015**  
TECHNICAL BOARD OF PESHAWAR COMMERCE EDUCATION, PAKISTAN

**MATRICULATION** **– SCIENCE** **2012- 2013**  
BOARD OF PESHAWAR, PAKISTAN

**DIPLOMA OF INFORMATION TECHNOLOGY** **2019 - 2020**  
TECHNICAL BOARD OF PESHWAR, PAKISTAN

**REFERENCES**

**Available upon request.**