

Amir Asarar

AL KHALED 1 BUILDING

AL RAFFA STREET BEHIND AL GHUBAIBA
BUS STAND, BUR DUBAI

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SUMMARY WORK EXPERIENCE

✓ ACCOUNTANT

Worked as Accountant in Medicine Centre Fatehpur from Jan-2018 to Nov 2024.

Job Role

- ✓ Manage all accounting transactions.
- ✓ Cash Flow periodic Statement.
- ✓ Passing daily, timely & accurate Sales & Purchase Entries, matching of invoices and validating approvals, make a monthly Ledger reconciliation.
- ✓ Reconciliation of various financial records/reports and analysis including
- ✓ Strong business performance, Receivables with PDC Handling, Petty Cash, ensuring compliance to all administrative matters and Audit requirements.
- ✓ Generating aging report and follow-up with debtors.
- ✓ Responsible for collecting all receivables outstanding from debtors.
- ✓ Exercising control of customers terms of sale & terms of payment in line with credit policy. Monitoring order processing.
- ✓ Ensuring all Sales order falls under Credit Insurance Guideline by proper checking against payment terms and credit limit.
- Maintain Warehouse Stock, Order, Received Item And Settle in godowns

Additional EXPERIENCE

- ✓ **2 Years Experience as a warehouse Assistant in Medicine House Fatehpur India**
- **4 Years experience As A Office assistant Cum Office boy International Manpower Con.**

ACADEMIA

- Bachelor of Commerce from **Chhatrapati Sahuji Maharaj University Kanpur.**
- Intermediate from U.P. Board Allahabad.
- High school from U.P. Board Allahabad.

COMPUTER FORTE

**Power Point, MS Excel, MS WORLD Internet Savvy and Windows Knowledge.
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PERSONAL VITAE

Date of Birth : 05th. July 1994
Marital Status : Single
Languages Known : English, Hindi, Urdu
Hobbies : Reading Books, Cricket.
Passport Details : S5404422F (India)
Visa Status : Visit Visa
Date of Expiry : 13/01/2025

Extra-Curricular Activities

Participated sports in Inter School Level.

Sincerely yours,

AMIR ASRAR