



## AQEEL ANWAR

### PERSONAL INFO.

DOB: 06-june-1993

Nationality: Pakistan

Passport No. ZG1816972

Visa Status: Tourist visa

Language: English, Urdu

### CONTACT

055 6207296

aqeeljaral5@gmail.com

### EDUCATION

May 2017

University of Punjab, Lahore

*Master of Business Education (MBE)*

May 2015

University of Punjab, Lahore

*Bachelor of Arts (B.A)*

### SKILLS

- MS Word, PowerPoint and Excel
- Bookkeeping
- Financial Auditing
- Cashflows forecasting

### HOBBY

- sports
- Internet surfing

### CAREER OBJECTIVE

A strongly motivated individual with excellent office organizational management skills, seeking to obtain a position to utilize extensive background in maintaining official records, handling budgets and performing administrative assistance tasks

### PROFESSIONAL EXPERIENCE

February 2021–December 2022

#### Real Estate Accountant

*Waleed Real Estate, Al Rehman Garden, Lahore*

- Reviewed services contracts for nonstandard terms and conditions
- Prepared month end journal entries
- Performed account reconciliations
- Processing monthly property related expenses for payment purposes
- Bookkeeping & maintaining accounting schedules/records to monthly closure of accounts

December 2019–December 2020

#### Account Assistant

*Al-Raheem Trading Company, Lahore*

- Completed the weekly check runs and prepared cash disbursement reports
- Reviewed invoices for coding accuracy and approval
- Investigated and resolved issues involving payments or invoices
- Assisted with employee payroll

April 2018–September 2018

#### Marketing Officer

*Reshma Textile Industry, Lahore*

2 Months

#### Internee

*State Life Insurance of Pakistan, Lahore*

### INTERPERSONAL SKILLS

- Leadership/management skill
- Ability to work under pressure and meet deadlines
- Optimistic Nature
- Good sportsmanship
- Excellent communication skills

Visit visa 07-december-2023 to 02 February 2024