

Muhammad Atif Younas



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Address: Dubai. UAE

Visa Status: Employment Visa

Education:

- BBA (Hons) (Graduate) Administration & Finance
PRESTON INSTITUTE, Karachi, Pakistan 2010
- DCS (Diploma in Computer Science)
Nice Computer College 6 Month
- Intermediate 2005
- Matric 2003

Computer Diploma:

- Tally ERP9
- M.S Office (M.s word, M.s Excel. M.s Power Pont)

Career Snapshot:

1. Assistant Accountant

Lindenberg Emirates LLC, UAE.

(1, 1/5 Years' Experience)

Responsibilities:

- I. Bookkeeping
- II. VAT Return Filling
- III. Daily Petty Cash
- IV. Bank Reconciliation
- V. Accounts Payable, Receivable
- VI. Trail Balance
- VII. Balance Sheet
- VIII. Purchase Invoices
- IX. Opening & Closing Balance

- X. Timekeeper
- XI. Documentation

2. Assistant Accountant

Power Point Computer System L.L.C Al-Qusais Dubai (UAE) (4 Years' Experience)

Responsibilities:

1. Bookkeeping
2. Petty Cash
3. Bank Reconciliation
4. Accounts Payable
5. Accounts Receivable
6. Trail Balance
7. Balance Sheet
8. Opening & Closing Balance
9. Sales Invoices
10. Documentation
11. VAT Return Filling

Languages:

English.

Urdu

Hindi

Personal Data:

- Father 's Name : Muhammad Younas
- N.I.C: : 34501-9499888-3
- Date of Birth : 12-02-1988
- Gender : Male
- Marital Status : Married
- Passport No. : AR6908883
- Nationality : Pakistani

Reference:

Will be providing upon request.