



DAOOD ARSHAD

Assistant/Accountant/Supervisor/Cashier



About Me

To Excel in a suitable position by applying my experience and strive to words fulfilling The responsibilities assigned to me best perform in my field .I assure to up hold quality standard and I will be a valuable asset to the organization.



Link International Exchange Company, Pakistan Assistant Manager

📅 Dec 2021 – Dec 2023, 📍 Kharian , Pakistan

I served multiple roles while working for this organization, and my job roles included following:

- Manage all accounting transactions, including fixed payments, variable expenses and bank deposits
- Reconcile accounts payable and receivable.
- Handle monthly, quarterly and annual closings
- Ensure timely bank payments.
- Prepare and publish financial statements in a timely manner
- Manage balance sheets and profit/loss statements.
- Conduct regular audits of financial transactions and documents.
- Reinforce financial data confidentiality and conduct database backups when necessary.
- Comply with financial policies and regulations.

Askari Bank Limited, Pakistan

Cashier/Accountant

📅 Feb 2021 – Aug 2021 📍 Dinga, Pakistan

I served multiple roles while working for this organization, and my job roles included following:

- Greeting customers and initiate the transactions of deposit and withdrawals
- Handling cash at branch and ATM transactions.
- Collection of the information of the customers.
- Maintain the record for Audit.

Contact Me

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📍 United Arab Emirates

Key Skills

Financial Reporting
Cash Flow management
Assist Auditing
Financial Analysis
Account Reconciliation
Financial Management
Risk Management
Book Keeping
Communication
Eagerness to Learn

Languages

English, Urdu & Hindi

Certificate

English Language
MS Office (Word, Excel,
PowerPoint)
Auto CAD Designing

Interests

Reading Books
Playing Badminton
Internet Surfing

Link International Exchange Company, Pakistan

Senior Officer

Jan 2020 – Jan 2021



Gujrat, Pakistan

I served multiple roles while working for this organization, and my job roles included following

- My role and responsibilities include checking transactions, authorization of financial entries, checking balances, record managing and auditing.
- Foreign currency dealing, exchange and foreign remittances.
- Maintain entries according to ledger.
- Follow up with the customers regarding their queries and resolving the issues.
- Conduct internal audit at branch level and maintain accuracy.
- Visiting banks for smooth transition of cash and foreign currency.

Picking Chinese Restaurant, Pakistan

Assistant Manager

Jan 2017 – Dec 2019



Gujranwala , Pakistan

I served multiple roles while working for this organization, and my job roles included following

- Greeting the customers and provide sitting.
- Assist the manager with all the tasks given by authority.
- Well dealing with the customers to satisfy them.
- Management of store and stock on daily and weekly basis.
- Prepare the salaries of employees.

AFC Fast Food Limited, Pakistan

Branch Manager



Nov 2014 - Dec 2016



Gujranwala , Pakistan

I served multiple roles while working for this organization, and my job roles included following

- Worked about cash management on daily basis.
- Worked about store and stock management on daily and weekly basis.
- Well dealing with the customers to satisfy them.
- Management of staff and their deployment.
- Monthly meeting with the Authorities.



Education

2018

Allama Iqbal Open University, Islamabad
- Bachelor Of Commerce (B.COM)

2014

Board of Intermediate & Secondary Education, Gujranwala
- Intermediate

2010

Board of Intermediate & Secondary Education, Gujranwala
- Matriculation