

ACCOUNT ASSISTANT/OFFICE ADMIN/COMPUTER OPERATOR 

Faizan Warsi

Personal details:  +971506116517
 faizanwarsi940@gmailcom

Objective:

Seeking a position in a dynamic organization where I can launch my career and work towards building a strong skill set. A hard working individual looking for a challenging position where I can showcase my skills and contribute to the growth of the organization.

EDUCATION

CHTRAPATI SAHU JI MAHARAJ UNIVERSITY
BACHELOR'S OF COMMERCE

SKILLS

Typing 30 word/ minute



Communication



Microsoft Office



Active listening



Customer Service



Job Title: Account Assistant cum Admin Assistant
Company: Orca Fodders Factory LLC
Location: Umm Al Quwain , United Arab Emirates

Job Description

As an Account Assistant cum Admin Assistant at Orca Fodders Factory LLC, I am responsible for managing both accounting and administrative tasks to support the efficient operation of the business. My key responsibilities include:

Accounting Responsibilities

- **Financial Record Keeping:** Maintain and update financial records, including invoices, receipts, and payments. Ensure all transactions are accurately recorded in the accounting system.
 - **Accounts Payable/Receivable:** Assist in managing accounts payable and receivable, including processing invoices, preparing payments, and following up on outstanding balances.
 - **Bank Reconciliation:** Perform monthly bank reconciliations to ensure accuracy between company records and bank statements.
 - **Budgeting and Reporting:** Assist in the preparation of financial reports, budgets, and forecasts. Provide support during audits by organizing necessary documentation.
 - **Data Entry:** Accurately input financial data into accounting software and maintain the integrity of financial information.
 - **Tax Compliance:** Assist in the preparation and submission of tax returns, ensuring compliance with relevant regulations.
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Administrative Responsibilities

- **Office Management:** Oversee the day-to-day administrative functions of the office, including maintaining office supplies, organizing files, and managing correspondence.
 - **Scheduling and Coordination:** Arrange meetings, appointments, and travel arrangements for management and staff. Ensure calendars are up-to-date and conflicts are avoided.
 - **Communication:** Serve as the primary point of contact for internal and external communications, handling inquiries, and directing them to the appropriate departments.
 - **Document Management:** Prepare, edit, and distribute documents, reports, and presentations as needed. Maintain both physical and digital filing systems.
 - **Customer Service:** Provide support to customers and clients by addressing inquiries, resolving issues, and ensuring a high level of customer satisfaction.
 - **Support to Management:** Assist management with various administrative tasks, including preparing reports, conducting research, and managing special projects
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