

# MOHSINALI

## ASSISTANT ACCOUNTANT

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Al Qusais, Dubai,UAE



## OBJECTIVE

Detail-oriented Assistant Accountant with 2 years of experience in managing financial records, preparing reports, and ensuring accurate transaction documentation. Proficient in accounting software and financial analysis, with a strong focus on maintaining compliance with regulations. Adept at supporting senior accountants in preparing financial statements and handling various administrative accounting tasks.

## KEY SKILLS

- Financial Reporting & Analysis
- Accounts Payable & Receivable
- Bank Reconciliation
- General Ledger Management
- Accounting Software (e.g., Tally, QuickBooks)
- Payroll Processing
- Budgeting & Forecasting
- Tax Filing & Compliance
- Invoicing and Billing Procedures
- Attention to Detail and Accuracy
- Strong Communication Skills
- MS Excel & Word Proficiency

## PERSONAL INFORMATION

Date of Birth : 21/01/1994

Gender : Male

Nationality : Pakistan

Marital Status : Single

Visa Status : (Cancelled Visa)

## EXPERIENCE

- Worked as a **ASSISTANT ACCOUNTANT** in Lima Paper Products Trading L.L.C in Dubai October 2022 to till now
  - Financial Reporting & Analysis
  - Accounts Payable & Receivable
  - Bank Reconciliation
  - General Ledger Management
  - Accounting Software (e.g., Tally, QuickBooks)
  - Payroll Processing
  - Budgeting & Forecasting
  - Tax Filing & Compliance
  - Invoicing and Billing Procedures
  - Attention to Detail and Accuracy
  - Strong Communication Skills
  - MS Excel & Word Proficiency

Worked as a **ACCOUNTANT** in MM Builders in Pakistan 2015 to 2021

## EDUCATION

Safety Officer (IOSH)

Bachelor of Arts

Government College | Pakistan - 2015

## LANGUAGES

Hindi

English

Urdu