



MUHAMMAD ASAD ULLAH KHAN ACCOUNTANT

➤ EDUCATION

- Bachelor Of Commerce
2015
Allama Iqbal Open University
- Intermediate Of Commerce
2011
Govt. College of
Commerce & Economics
- Matriculation
2009
Garrison Grammar School

➤ CONTACT

🏠 Al Majaz, Sharjah, UAE

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ABOUT ME

Skilled Accountant with 8 years of experience in invoicing and financial reporting and a strong knowledge of legal protocols.

EXPERIENCE

- Al Barq Auto Spare Parts Trading
Retail Accountant | 2022 - 2024
 - Posting.
 - A. Purchase Invoices.
 - B. Purchase Return.
 - C. Sales Invoices.
 - D. Sales Return.
 - Cash Handling.
 - Cash Collection from all outlets, counters.
 - Cash & PDC Posting.
 - Journal Entries Pass.
 - Ledger Maintaining.
 - Bookkeeping.
 - Monthly Suppliers Statement Reconciliation.
 - Bank Reconciliation.
 - Monthly Payroll. II. Procurement of auto parts from vendor.
 - Sales (Oil & Batteries).
 - Stock Taking (Inventory).

➤ CONTINUE...

➤ RELEVANT SKILLS

- Ms-Office.
- Research Skill.
- Accounting Software Skill.
- ODOO.
- Quick Book.
- Adobe Photoshop.
- Urdu In Page.
- Typing Speed (25 to 30 Word Per Minutes).
- Networking & Hardware.

➤ PERSONAL DATA

- Father`s Name - Muhammad Siraj Khan
- Date Of Birth - April, 14th 1991
- National I.D No. - 42201-184310-7
- Nationality - Pakistani
- Religion - Islam
- Marital Status - Married
- Driving License - 4661806 DUBAI

➤ REFERENCE

- Will be furnished upon your request.

EXPERIENCE

• NADRA - National Database and Registration Authority Junior Executive | 2020- 2022

- Assist senior executives in daily operations, scheduling, and documentation.
- Maintain records, analyze data, and prepare reports.
- Communicate with team members and departments to ensure smooth workflow.
- Address client inquiries and resolve minor issues promptly.
- Provide input for resolving operational challenges.
- Ensure adherence to company policies and procedures.
- Conduct basic research to support decision-making processes.

• Micromerger (Pvt) Ltd

DEO - Data Entry Operator | 2017 - 2019

- Accurately input data into databases, spreadsheets, or software systems.
- Review and verify data for errors or discrepancies.
- Organize and maintain data records in an orderly manner.
- Regularly update existing data to ensure accuracy and completeness.
- Retrieve and provide data as requested by team members or management.
- Scan and digitize physical documents for electronic storage.
- Maintain the confidentiality and security of sensitive information.
- Adhere to data entry procedures and company policies.
- Identify and correct errors or report them to the supervisor.
- Collaborate with other departments for data-related tasks.

• Union (Pvt) Ltd

Assistant Accountant | 2014 - 2017

- Bank Corresponding.
- Return Filling.
- Accounts.
 - i. Journal General Entries.
 - ii. Cashbook.
 - iii. Ledger.
 - iv. Petty Cash.
 - v. Federal Board of Revenue Sales Tax & Income Tax Filling.
 - vi. EOBI-Employees Old-Age Benefits Institution Filling.
 - vii. SESSI-Sindh Employees Social Security Institution Filling.