



Tahir Hussain

Nationality: Pakistani **Date of birth:** 4 Jul 1998 **Gender:** Male

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Home: Deria Dubai Hayat Agency, United Arab Emirates, (Pakistan)

ABOUT ME

Adaptable and motivated accounting specialist eager to apply office administration experience and skills in report documentation towards supporting financial processing goals for an enterprise company. Seeking an opportunity to master accounting roles with increasing levels of responsibility. Seeking a full-time position to leverage my knowledge of market analytics and help the organization improve profitability.

WORK EXPERIENCE

Accountant

Iqbal Floor Mills [15 Feb 2020 – 18 Feb 2021]

City: Khanewal

Country: Pakistan

- Manage balance sheets and profit/loss statements
- Report on the company's financial health and liquidity
- Comply with financial policies and regulations
- Reconcile accounts payable and receivable

Department store manager

UNILEVER [5 Mar 2021 – 19 May 2022]

Country: Pakistan

- Replenish supply inventories following established guidelines of the company.
- Maintain a neat, clean and safe working environment as per government regulation.
- Supervise other staff members and keep a record of sales.

Accountant

Ahmed Floor Mills [23 Jun 2022 – 15 Jul 2023]

Country: Pakistan

- Manage balance sheets and profit/loss statements.
- Report on the company's financial health and liquidity.
- Comply with financial policies and regulations.
- Reconcile accounts payable and receivable.

Cashier

Bank Al Habib [25 May 2023 – 10 Jan 2024]

Country: Pakistan

- Resolves customer issues and answers questions.
- Processing of return transactions.
- Providing a positive customer experience with fair, friendly, and courteous service.

Sales Officer (DUBAI)

Khalid Rasheed for Design and Artwork [20 Jan 2024 – Current]

EDUCATION AND TRAINING

MA Accounting and Finance

Gomal University, Dera Ismail Khan [2021 – 2023]

Country: Pakistan

Website: <http://www.gomal.pk/>

B.Com in Commerce

Bahauddin Zakariya University [2017 – 2021]

Website: <https://bzu.edu.pk/>

Intermediate in Computer Sciences

Superior College Khanewal [2015 – 2017]

COMMUNICATION AND INTERPERSONAL SKILLS

Time Management

Communication Skills

Work Pressure Handling

Experienced in effective communication

ORGANISATIONAL SKILLS

Project Management

Documentation

Presentation Skills

Strategic Thinking

Workflow Management

Team Work

MANAGEMENT AND LEADERSHIP SKILLS

Decision making

Conflict resolution

Problem solving

Adaptability

Relationship building