

Tayyab Ayub

Accountant

"As a motivated and adaptable accounting professional, my primary goal is to thrive in a dynamic environment where personal and organizational growth go hand in hand. With a strong financial acumen, a positive attitude, and a passion for creative problem-solving, I am determined to offer valuable insights and innovative ideas that will propel the organization to new heights of success. Let's harmonize goals and achieve greatness together!"



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📍 Dubai Deira Near J mark, UAE

WORK EXPERIENCE

Account Officer

SJ Steel Mills (Manufacturing Company)

07/2021 - 06/2023

Lahore Pakistan

Job Responsibilities

- During my tenure, I played a vital role in accounting, posting ledgers accurately and reconciling party and bank statements. My meticulous approach ensured financial transparency and stability. Managing petty cash, I maintained accountability and promoted responsible spending. Additionally, I efficiently handled sale pending orders, streamlining sales processes and enhancing customer satisfaction. My commitment to producing insightful reports during monthly closing earned me recognition as a reliable member of the accounting team. Eager to contribute further in the accounting field.

Account Officer

Global Customer Care Pvt Ltd (Services Company)

03/2020 - 05/2021

Lahore Pakistan

Job Responsibilities

- I was responsible for overseeing crucial financial functions as all branches closed daily. This included diligently entering revenue data on a daily basis and promptly reporting it to the Chief Financial Officer (CFO). Additionally, I meticulously recorded all branches' expenses and provided comprehensive reports to the CFO for better financial analysis and decision-making. My attention to detail was further utilized in thoroughly scrutinizing all vouchers and subsequently submitting a detailed report to the Manager. Throughout these responsibilities, I maintained a high level of accuracy and efficiency, ensuring the smooth financial operations of the organization.

EDUCATION

B.com

University of the Punjab

2018

Lahore Pakistan

I.Com

B.I.S.E Lahore

2016

Lahore Pakistan

Metric

B.I.S.E Lahore

2014

Lahore Pakistan

SKILLS

Ms Office

Accounting experience

TELLY ERP

PEACHTREE

SAP B ONE

Balance sheets

Administrative Expreince

Internet Surfing (E-mail, Browsing etc).

Sales experience

Job cost reports

Account development

Cost reviewing

Regulatory filings and compliance

Sales analysis

PERSONAL SKILLS

Excellent communication and self-correspondence skill.

Ability to perform under pressure and independently.

Seeking continual improvement in any other best Organization.

LANGUAGES

English

Professional Working Proficiency

Urdu

Native or Bilingual Proficiency

Punjabi

Native or Bilingual Proficiency

Arabic

Elementary Proficiency

INTERESTS

Cricket

Movies

Traveling

Reading