



ABDULLAH ARSHAD

Junior Accountant

Highly creative and multi-talented Accountant with little and vast experience in Book-keeping, Accounts Reconciling, VAT Preparation on monthly, Quarterly and yearly basis to maintain Accounts Payables & Receivables to Report more efficiently through Modern Tools and vice versa.

Professional Information

Working gives me a lot of skills and experience that I believe make me best suited for the job position that is being offered with a position of Financial Accountant.

Highly efficient and multi-talented Accountant with great experience in preparing VAT, Statement of Profit & Loss through XERO & MS Excel. Moreover, seeking on Financial reporting and auditing reports & vice versa

Education

2018 - 2020 Bachelor's in commerce (B. Com)

(On Going) Allama Iqbal Open University, Islamabad

2014 - 2016 Intermediate (IC. S)

Global College of Sciences & Commerce, Rawalpindi

2011 - 2013 Matriculation

Army Public School & College, Mangla Cantt.

Certification – ACCA (Part Qualified)

2016 - 2017 Introductory Certificate in Financial & Management Accounting (**ACCA**)

2017 Intermediate Certificate in Financial & Management Accounting (**ACCA**)

2017 - 2018 Foundation Diploma in Financial Accounting (**ACCA**)

Work Experience

2018 - Present *Isaacs Accountant (Chartered Accountancy) Financial Accountant*

Maintained VAT's and Accounts on rules and regulations of UK Tax and Financial Reporting with Reconciling Accounts on Yearly Basis on modern Tools like MS Excel, XERO & Auto-Entry.

2017 – 2018 *Top Stone Granite – Mining Company Assistant Accountant*

Maintained Daily Reports for expenses and sales to create profit & Loss Statement and to calculate wages/ salary of labor and employees to maintain in financial reporting

CONTACT



goldendoha94@hotmail.com



+92-321-5433225
+92-332-5877630



Rawalpindi, Pakistan



fb.com/raja.abdullah.1994

SKILLS

Accounts Reconciliation

Financial Reports

Taxation (VAT)

Book Keeping

Communications Skill

SOFTWARES

XERO - Certified

Receipt Bank / Auto-Entry

MS Office

QuickBooks Pro

