



About Me

I am a commerce graduate having 3.5+ years experience in the glass and footwear industry. I have gained beginner's level experience in Financial Reporting, Account Payable/Receivable, General Ledger, Inventory control and Payroll. I am confident that I can be a highly motivated team member with excellent communication, presentation and inter-personal skills, always willing to work in challenging and dynamic environment.

Personal Details

Nationality: Pakistani
Visa Status: Employment
Expiry: 2021

Languages

English (Fluent)
Urdu (Native)

ACCOUNTING SOFTWARE SKILLS

Tally ERP	User Level
QuickBooks	User Level
MS Office 2013	User Level
Web Applications	User Level

YOUNAS ANEES

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B.Com | Accounts & Finance Professional

PROFESSIONAL EXPERIENCE – SUMMARY (3.5+ YEARS)

Designation	Department	Organization	Tenure
Office Assistant	Administration	Emirates post(ADNOC) Abu Dhabi	Join in March 2018
Assistant Accountant	Acc. & Finance	Cobblers Shoes Pakistan	1 Years
Storekeeper	Acc. & Finance	Tariq Glass Pvt,Ltd, Pakistan.	1.5 Years

EDUCATIONAL QUALIFICATIONS

Particulars	Institution	Year
Bachelors in Commerce	University of the Punjab, Pakistan	2013-2015
Higher Secondary School Certificate	BISE Lahore, Pakistan	2008-2012

PROFESSIONAL EXPERIENCE - DETAILED

OFFICE ASSISTANT & Customer Service Call Center

Emirates post (ADNOC)

Abu Dhabi

March 2018-Till Date

- Managing filing system.
- Updating paperwork, maintaining documents and word processing.
- Managing filing system.
- Coordinating event as needed.
- Recording information as needed.
- Maintaining supply inventory.

ASSISTANT ACCOUNTANT

Cobblers Pakistan, Lahore

November 2015-August 2017

Cobblers Pakistan is an international leading footwear brand dealing leather footwear. My responsibilities included:

- Preparing monthly bank account reconciliation.
- Reconciliation of accounts payable ledger.
- Reconciliation accounts receivable ledger.
- Processing accounts payables invoices for timely payment.
- Recording all cash activity & performing reconciliation on a daily basis.
- Preparing all accounting vouchers & posting in to the manual ledger and software(ADI, The Accounts)
- Dealing with banks for routine matters for smooth management of funds.

STOREKEEPER

Tariq Glass Pvt. Ltd., Lahore

September 2014-October 2015

Tariq Glass is a privately managed organization which is one of the market leaders in glass manufacturing. My responsibilities included:

- Maintaining receipts, records, and withdrawals of the warehouse.
- Notify to management low stock level in a timely manner.
- Receiving, unloading, and shelving supplies.
- Performing other stock-related duties, including returning, packing, pricing, and labelling supplies
- Inspection of deliveries for damage or discrepancies and report those to accounting for reimbursements and record keeping.
- Rotating stock and coordinating the disposal of surpluses.