

Resume



Name:

FIDA HUSSAIN

Father's Name:

MUHAMMAD NAZIR

Date of Birth:

18-09-1987

Cell #

+971-559978490

E-Mail:

Fida.hussain1111@gmail.com

Passport #:

MF6896423 (Ex.28/03/2022)

VISA Type Status:

My Own Freelance Visa

Nationality:

Pakistani

Driving License (Manual):

Dubai/Oman (ex.08/07/2021)

Marital Status:

MARRIED

OBJECTIVES

TO WORK IN A PROFESSIONAL ORGANIZATION WHERE I COULD UTILIZE MY SKILL IN A POSITIVE MANNER TO IMPROVE MY KNOWLEDGE, EXPERIENCE FOR MY OWN CAREER AND ALSO FOR THE ORGANIZATION.

EDUCATION

Secondary School Certificate	BISE Gujranwala, Pakistan	2004
Intermediate in Commerce	BISE Gujranwala, Pakistan	2006
Bachelor of Commerce	Punjab University Pakistan	2008

EXPERIENCE

Assistant Accountant in Grand MART UAE. (Jan 2019 to Continue).

- Supervision daily sales cash and credit transactions, credit card sale reconciliation.
- Preparation of Bank reconciliation statement on Monthly basis.
- Maintaining the credit sale ledger and receivables.
- Managing the sales inventory stock and periodic stock taking.
- Managing office work: Word processing, typing of letters and email in addition to filing according to the applied filing system besides sending faxes, emails, general office equipment, photocopying machine and others.
- Handle the Calendar/ Travel/ Meeting Coordination.
- Prepare Salary Monthly timesheets.
- Screen incoming calls and correspondence.
- Organize office operations and procedures
- Handle the Weekly Attendance Report.
- Expenses monthly report.
- Recruit office staff.
- Manage the paperwork and filing related to personnel.

4 Years Experience as Accountant in Nasir Mubarak Saidi Trading Company, Sultanate Of Oman.

May 2012 to August 2016

Working experience on Micro Soft OFFICE (MS word, MS Power point MS Excel, MS Access and its related) applications. Installation of window XP, Window 7, 8 & 10. Typing Skill 25 Word per minute.

COMPUTER SKILL

LANGUAGES

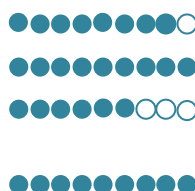
English

Urdu

Arabic

Punjabi

LISTENING



SPEAKING

