



# ABDUL JABBAR IQBAL

## PROFESSIONAL SUMMARY

- Organized accountant with 4 years experience with in different MNC's in Middle east and Sub Continent region.
- Managing accurate accounting information tax return solace, book keeping & Corporate operation.
- Work well in large team in corporate environment.

## WORK HISTORY:

### Accountant 17-02-2019 to 29-08-2022 Al Lubna Contracting Company - Doha, Qatar

- Gathered financial information, prepared documents and closed books.
- Handled day to day accounting process to drive financial accuracy.
- Completed daily cash function for instance account tracking, payroll & wage allocation.
- Deleted & corrected mistake early on & implemented systems to avoid recurring issues
- Reviewed accounting structures & procedures on regular basis to identify areas in need of improvement.
- Evaluated & improved financial records to make vital business decisions.
- Modified comprehensive reporting to reflect changing financial structure.

### Call Centre Representative 10-09-2018 to 15-02-2019 Black Arrow Private Limited - Lahore, Pakistan

- Assisted customers by answering questions & responding to inquiries.
- Responded to customers call to answer question about product & services.
- Learn & maintained in depth understanding of product information, providing knowledge responses to diverse question.
- Boosted Customer services satisfaction ratings through consistent quality control.
- Educated customers on company system, form completion & access to services.

### Phone Banking Officer 19-09-2017 to 30-06-2018 Habib Bank Limited - Lahore, Pakistan

- Helped Customers complete online banking services and assisted with user access problems such as forgotten passwords.
- Ameliorate customer's satisfaction by going above & beyond to answer question & offer expert support.
- Used CRM system daily to maximize service opportunities & enhance communication.
- Alleviated call loads by educating customers about how to effectively navigate site tools & pages for future banking needs.
- Resolve account problems.
- Conducted research to answer question & handled issue using multiple system & resources.

### Cashier 04-01-2017 to 12-09-2017 Pizza hut Private Limited - Lahore, Pakistan

- Operated cash register for cash, cheque & Credit card transaction with excellent accuracy level.
- Provided friendly assistance to clients in order to increase sales.
- Worked flexible schedules to meet business needs.
- Maintained recurred cash drawers promptly resolving discrepancies in daily total.
- Processed Customer refunds & exchanges according to established guidelines.



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## SKILLS

- Microsoft excel
- Microsoft word
- Financial planning & analysis
- Cash flow analysis
- Administrative solace
- Financial management
- Budget analysis
- Unison
- Iris
- Mics

## ADDITIONAL INFORMATION

DOB- 24-Mar-1996

## EDUCATION

B.COM 12/2015

University Punjab – Pakistan

## LANGUAGES

- English
- Spanish

## PASSPORT DETAILS

Passport No :FH1336913

Passport Issue Date :01-08-2022

Passport Expire Date :31-07-2027