

FURQAN ALI



ADDRESS:

Al-Khobar 34623, Eastern province, Dammam
Saudi Arabia

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OBJECTIVE

- Seeking a position in a professional and dynamic organization where I can groom my technical abilities to enhance my knowledge and improve my skills, which provides me learning opportunities to keep my future.

PERSONAL INFORMATION

- Father's Name : EID NAWAZ
- Nationality : Pakistani
- Iqama : Transferable, Valid
- Date of Birth : 31-Dec-1999
- Religion : Islam
- Gender : Male
- Marital Status : Married

PASSPORT DETAILS

- ❖ Passport No : KN1839241
- ❖ Date of Issue : 27-Jan-2023
- ❖ Date of Expiry : 26-Jan-2033
- ❖ Place of Issue : Attock (Pakistan)

ACADEMIC QUALIFICATION

Certificate / Degree	Session	Board / University
B.Com (Commerce)	2020	University of Punjab, Lahore
F.A (Humanities)	2018	BISE, Rawalpindi
Matric (Arts)	2016	BISE, Rawalpindi



■ IT SKILLS

- ❖ Quick Books
- ❖ MS Office Expert (MS Word, MS Excel, MS Power Point, MS Outlook)

■ PROFESSIONAL EXPERIENCE

❖ M/S FINCA MICROFINANCE BANK.

Teller – 06-November-2023 to 11-November-2024.

Key Responsibilities:

- Received and count cash at the beginning and at the end of the day.
- Identify customers, validate and cash cheques.
- Facilitating various financial transactions.
- Received cash and cheque for deposit.
- Process cash and cheque withdrawal.
- Replenishment of cash in ATM.
- Record all transaction correctly and in compliance with the bank guidelines.
- Balance cash and cheque transaction at the end of the day.

❖ M/S SARTAJ ENTERPRISES

Accountant – January 2023 to October 2023

Key Responsibilities:

- Debtor and Creditors ledger maintenance.
- Schedule the payments.
- Account/Bank reconciliations.
- Preparation company's financial statements.

❖ M/S HIGHWAY RESEARCH & TRAINING CENTER (NHA).

Account Assistant – January 2021 to December 2022

Key Responsibilities:

- Preparation of Financial Statements of different companies.
- Designing and development of accounting documents.
- Assist with year-end closings.
- Maintain record of various companies.



■ ■ PROFESSIONAL SKILLS

- Problem Analysis and problem solving skills
- Teamwork
- Communication Skills
- Reporting Skills
- Planning and Organizing
- Active Learning

■ ■ PERSONAL PROFILE

- Good analytical and problem solving capabilities, result oriented, well managed.
- Able to work effectively both in a team and individually, good inter personal, communication, presentation skills and self-motivated.

■ ■ LANGUAGES

English

urdu