

ROOH ULLAH

ACCOUNTANT

4+ YEARS EXPERIENCE

Cell Phone No: 00966 50 805 9695

Email: Roohullahmahzara1990@gmail.com



CAREER OBJECTIVES

Dynamic and experienced accounting professional with 4+ years' working experience. Seeking an opportunity to contribute practiced knowledge of accounting principles within an organization that values efficiency and allows for further career advancement.

PERSONAL INFORMATION

Father Name : Farid Ullah Khan
Resident of : Saudi Arabia
Passport No : KR2746472
Nationality : Pakistani
Visa Status : Valid & Transferable
Marital Status: Single
Languages : English, Urdu, Pashto, Arabic
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❖ ACCOUNTANT AT LANA ICE FACTORY BAHRA JEDDAH

- ✓ Maintain Income and Expenses account.
- ✓ Prepare daily sale statement of all clients.
- ✓ Enter day by day all transactions of company.
- ✓ Generate daily Sales Invoices.
- ✓ Generate monthly financial statements.

❖ ACCOUNTANT AT TOP UP INDSTRY

- ✓ Prepare asset, liability, and capital account entries by compiling and analyzing account information.
- ✓ Document financial transactions by entering account information
- ✓ Recommend financial actions by analyzing accounting options
- ✓ Summarize current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports
- ✓ Guide accounting clerical staff by coordinating activities and answering questions
- ✓ Produce error-free accounting reports and present their results
- ✓ Communicate effectively with clients
- ✓ Contribute to a strong client relationship through positive interactions with client personnel
- ✓ Communicate with Manager and/or Director on work status and client issues that arise

EDUCATION

- **Master of Business Administration (MBA Finance)** University of Peshawar KP Pakistan
- **Bachelor of Commerce (B.Com)** University of Peshawar KP Pakistan
- **Diploma in Commerce (D.Com)** Board of Technical Education KP Pakistan
- **Secondary School Certification (SSC)** Board of Secondary Education KP Pakistan

INFORMATION TECHNOLOGY

- Ability to use **Daftra.com** ERP System software.
- **Diploma in Information Technology (DIT)** Board of Technical and Professional Education Islamabad.
- **Peach Tree** Certified from Board of Technical Education Peshawar Pakistan.
- **Quick Book**
- **Tally ERP 9**

PROFESSIONAL SKILLS & EXPERTISE

- Financial reporting
- Data analysis
- Forecasting
- Asset management
- Critical thinking
- attention to details
- Customer communication
- Good negotiation skills, ability to work independently.
- Dedicated, Honest and willing to accept responsibilities.
- Good interpersonal and cross culture skill.

IT SKILLS

- Having command on MS Office (MS Word, MS Excel and MS Power Point)
- Have full Knowledge and ability to use accounting software Daftra.com, Peachtree, Tally ERP9
- Graphic Designing
- Operating System, Software Hardware installation.
- Ability to use **Daftra.com** ERP System software.
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HOBBIES

- Playing Sports Games
- Drawing
- Gardening



TO WHOM IT MAY CONCERN

This is to certify that Mr. ROOH ULLAH holding Iqama No: 2589544192 working with us in LANA ICE FACTORY as "ACCOUNTANT" from 15/04/2023 till to date.

During his tenure, Mr. ROOH ULLAH exhibited exceptional proficiency and commitment to his role.

His responsibilities included managing financial records, preparing accurate financial reports, ensuring compliance with tax regulations, record daily transactions and providing valuable financial advice to clients. His analytical abilities, and problem-solving skills significantly contributed to the success of our firm and the satisfaction of our clients.

We found Mr. ROOH ULLAH to be diligent, reliable, and highly professional in his conduct.

This certificate has been issued on employee's request for whatever legal purpose it may serve, without any legal obligation part of this company.

We wish him every success in future.


Hisham Al Bashiri
Financial Manager

LANA ICE FACTORY
AL-Bahr Al Makkah
AL-Saudia Arabia





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KP - Peshawar.
Email: topup.ind@gmail.com

Ref: HR/22/3

Date: 01-09-22

TO WHOM IT MAY CONCERN

It is my pleasure to write on behalf of **Mr.Roohullah S/O Faridullah Khan CNIC (17103-0368647-5)** who has worked with us as "Accountant" from Jan15, 2019 to March 15, 2022 at Head Office.

During his time with us, **Mr. Mr.Roohullah** has been a dedicated and valuable account and has worked hard at all tasks assigned by his supervisor. He has always exhibited sound judgment while in my supervision and he is a trusted worker. He is quick to take initiative and I am very satisfied with his performance. He has been quite helpful in the advancement of our organization.

I wish him the best of luck in his future endeavors.

Muhammad Nawaz Khan
Managing Director

Top Up INDUSTRY

