

ALI SHAHROZ

Cash Accountant / Data Entry Operator

Email: alishahroz356@gmail.com

Phone: 03055904980.

Location:Bahawalpur

Professional Summary

To work for a growing company that will keep me interested and challenged. Team player with strong communication skills, excellent interpersonal skills with the ability to prioritize job demands.

Focus on details and meet deadlines.

Work Experience

Cash Accountant (2 years)

Abu Dhabi Modern Poultry Farm - Al Ain (Sweihan)

- Prepare Cash Forecast (and 13-Week weekly forecast) distributed to Controller/CFO daily
- Work with real estate team to prepare necessary documents
- Performed all cash collections activities in CostPoint to include posting customer payments byrecording ACH payments, checks, and credit cards
- Determined proper receivables against which to apply payments received

Cashier (2 years)

Carrefour - Abu Dhabi

- Processing and receiving payments and issuing receipts to customers as they leave with theirpurchases
- Prepare cash reports for the senior
- Dealing with customers
- Handling staff duties

Education

Matriculation

Government High School, Bahawalpur, Pakistan

Intermediate

Government Graduate College, Bahawalpur, Pakistan

Skills

Accounting, General Ledger, Journal Entries, Account Reconciliation