

ABDULLAH HABIB

ASSISTANT ACCOUNTS MANAGER



0349-1080316



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Rawalpindi

PROFILE

Dedicated and experienced accounting professional with proven success managing finances for mid-size commercial organizations. Seeking an opportunity to use my decade experience to serve the state government

EDUCATION

2018-2022

- **BAHRIA UNIVERSITY ISLAMABAD**

BS (Accounting & Finance)

3.02 /4.00 CGPA

2014-2016

- **PUNJAB COLLEGE BHARA KAHU**

FSC(Pre Engineering)

2011-2013

- **ICB G-6/3 Islamabad**

Matric (Science)

WORK EXPERIENCE

03/2025-09/2025

Madina Cash & Carry

Assistant Accountant

- Maintained records of daily **financial transactions** and Recorded and **reported daily cash flows** and conducted daily closing and shared detailed **financial reports**.
- Issued receipts on invoices and planed vendor payments stream lining **accounts payable**.
- Generated Staff Salaries maintain timely **payroll management**.

Dec 2024-Mar 2025

Punjab Cash & Carry

Assistant Account Manager

- Maintained records of daily **financial transactions** and Recorded and **reported daily cash flows and conducted** daily closing and shared detailed financial reports.
- Issued receipts on invoices and planed vendor payments stream lining **accounts payable**.

Jul 2023-Dec 2024

Margala View Hotel

Manager & Accounts

- All cash transaction monitor staff attendance and conduct **Cash closing**.
- Administer **payroll** oversaw customer relationship

Mar 2022-Jun 2023

MTBC Bagh

Assistant Account OPS

- **Maintain Ledger reconcile bank statement** and maintain comprehensive **sale records**
- Was responsible for financial reporting
- Process Salaries to insure account payrolls

SKILLS

- Account Payable
- Account Receivable
- Bank Reconcile
- Communication
- Financial Reporting
- MS Excel, MS Office
- Team Work

LANGUAGES

- English
- Urdu
- Punjabi