


# ANAS JAMEEL


## PERSONAL DETAIL

Passport No: **FC8200752**

CPR NO: **960447091**

 **+973 33784717**

 **anasjameel.aj62@gmail.com**

 **Building No 139, Flat No 13,Road No  
334, Manama 302  
Bahrain.**

## SKILLS

- Financial reporting
- Financial Statements
- Accounts payable and receivable
- Tax invoice Preparation
- LMRA & SIO
- Payroll processing
- Payroll review
- Collect data

## EDUCATION

### MASTER OF COMMERCE (M.COM)

Gomal University,D.I Khan , Pakistan  
2021 - 2023 Result Awaiting

### BACHELOR OF COMMERCE (B.COM)

Gomal University,D.I Khan , Pakistan  
2019- 2021

### INTERMEDIATE

BISE FAISALABAD  
2013-2015

## LANGUAGE

English  
Urdu/Hindi  
Punjabi

Highly motivated to succeed and inspire staff member. Great attention to detail with resolve to follow through on all tasks. Highly organized and able to multitask in a fast-paced environment. Excellent team-player mindset with ability to recognize employee skills and delegate effectively.

## EXPERIENCE

### ASSIST. MANAGER OF ACCOUNTS & OFFICE ADMINSTRATOR

LUCKY 4 CONTRACTIG W.L.L AL-SEEF DISTRICT.

27-MAR-23 TO TILL DATE

- Executed tasks related to accounts payable, accounts receivable, financial statement preparation and cash flow analysis.
- Entered data into accounting software accurately to prepare journal entry information.
- Filed quarterly tax returns with on-time submissions to meet state and federal deadlines.
- Identified and resolved accounting discrepancies and investigated apparent irregularities.
- Managed schedules for accruals, asset depreciation and prepaid expenses.

### ACCOUNT ASSISTANT

MKB SPINNING MILLS (PVT) LTD PAKISTAND PAKISTAN  
10-NOV-21 TO 14-DEC-22

- Create and update expense reports.
- Process reimbursement forms.
- Prepare bank deposits.
- Enter financial transactions into internal databases.
- Check spreadsheets for accuracy.

### ACCOUNT ASSISTANT

MASOOD TEXTILE MILLS LIMITED PAKISTAN  
11-DEC-16 TO 20-DEC-19

- Excellent organisational and time-management skills to ensure that an office runs smoothly
- Solid low-level accountancy and basic bookkeeping skill.
- Solid understanding of financial systems and processes

