

# UMER TASKEEN

## ASSISTANT ACCOUNTANT



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 mrumertaskeenofficial@gmail.com

 Sialkot, Pakistan

## PROFILE

Friendly Lead Cashier tasked with mentoring, training, and assisting other employees with completing tasks. Well-rounded and hardworking leader willing to take on new or increased level of responsibilities to enhance team success. Proven relationship-builder with motivational approach.

## SKILLS

- MS Office, Excel+Word.
- Computer Skills.
- Cash Handling.
- Mathematical Skills.
- Problem-Solving.
- Positive Attitude.
- Patience.
- Strong Communication.

## EXPERIENCE

### STORE KEEPER

Leather Field Private Limited

2018-2021

- Take periodic and annual inventories and maintain inventory control.
- Accounts for inventory discrepancies and makes appropriate reports.
- Use the FIFO approach (Fast In Fast Out)

### ASSISTANT ACCOUNTANT

Mir Yousaf Leatherware Private Limited

2021 - 2023

- Check spreadsheets for accuracy, maintain digital and physical financial records
- Supporting the senior/managing accountant and wider finance team.
- Math skill to handle financial data

## EDUCATION

### INTERMEDIATE OF COMMERCE

GOVT MURRAY GRADUATE COLLAGE  
SIALKOT

2018-2019

### PROFESSIONAL ACCOUNTING DIPLOMA

MICROTECH INSTITUTE SIALKOT

2019