



# AMEER SULTAN

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## CONTACT

Mobile: +923048255558

malikameerbucha@gmail.com

Kot Bahar Shah Post Office Pir Jaggi Sharif Chak No 170 TDA Layyah

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## PERSONAL PROFILE

Dedicated Accounting Professional with expertise in aspects of accounting and financial management. Demonstrated hands-on management style in the development and implementation of strategic plans to ensure company growth.

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## AREAS OF EXPERTISE

- Microsoft Office
- Quick Books
- Account Pro
- Peachtree

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## OTHER SKILLS

- Creative spirit
- Reliable and professional
- Attention to Detail
- Organized
- Time management
- Team player
- Fast learner
- Motivated
- Enthusiastic
- Auto Specialist

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## WORK EXPERIENCE

### SHOWROOM MANAGER

ZARTASH FURNITURE LTD ,PAK | NOV 2018 – APR 2021

- Maintain Product Knowledge.
- Hire, Train, and Develop Sales Staff.
- Negotiate Deals with Customers.
- Monitor Store and Employee Key Performance Indicators.

### ACCOUNTS EXECUTIVE

ZARTASH FURNITURE LTD ,PAK | Dec 2017 – Oct 2018

- Prepared financial statements, business activity reports.
- Generating Payrolls, Account Payables , Account Receivable's.
- Assist in Account Reconciliation.
- Liaising with all parties involved in financial transactions.

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## EDUCATION

### UNIVERSITY OF MANAGEMENT AND TECHNOLOGY

BS Accounting and Finance, 2013 – 2017

### PUNJAB COLLEGE OF COMMERCE

I.COM (Commerce) , 2011 – 2013