



# ROVAID ULLAH

5 Years Experience as an  
Admin & Accounts incharge

## ABOUT

As a financial analyst, I want to use my quantitative skills to help organizations make sound investment decisions. I am looking for an opportunity to utilize my analytical skills and knowledge of financial tools to contribute to the success of the organization

## WORK EXPERIENCE

**Emirates Islamic Bank ABUDHABI (UAE)**

**Office Assistant ( priority Department # 2024 - Current)**

- Overseeing clerical tasks, such as sorting and sending mail
- Keeping an inventory of office supplies and ordering new materials as needed
- Maintaining files
- Welcoming visitors to office
- Answering phone calls
- Taking and delivering messages
- Ensuring the office runs smoothly
- Scheduling meetings and sending meeting invites to attendees

**Apple Group Of Schools ( PAKISTAN )**

**Admin and Accounts incharge 2019 - 2023**

- Planned and managed resource levels using ERP systems.
- Collaborated closely with deans and prospective students by answering questions,
- Processed inmates, including completing paperwork, searches, fingerprinting and interviews..
- Processed accounts receivable and accounts payable.
- Generated invoices based on established accounts receivable schedules and terms.
- Reviewed accounts receivable reports, insurance contracts and weekly and monthly financial reports
- Issued invoices, managed accounts receivables and monitored school budget development.
- Balanced monthly general ledger accounts to accurately record cost and month end accruals.
- Updated ERP systems regularly to maintain accurate, current data.
- Recorded inventory transactions in ERP system to maintain accurate records.
- Used Microsoft Word and other software tools to create documents and clear communications.

Confidently employed software including Microsoft Word and Excel to receive and record daily activities

## INTERNSHIP

- Organization : UDL Distribution ( Private Limited )
- Duration : 07- November - 2022 TO 6- December - 2022
- Position : Internal Auditor ( Internee )
- Location : Charsadda PAKISTAN

## EDUCATION

**MASTER OF SCIENCE IN MANAGEMENT SCIENCES ( 2021 )**

**University : Abasyn University Peshawar ( PAKISTAN )**

- Specialization 《 Finance 》
- CGPA : 3.20
- Ms Publication

1. Leading with humility: servant leadership on knowledge sharing via organisational citizenship behaviour and trust in private organisation
2. The Impact of ESG on Financial Performance of Top 100 Companies of Pakistan

<https://submissions.qlantic.com/index.php/qjss/article/view/496>

<https://bbejournal.com/BBE/article/view/939>

## PERSONAL INFORMATION

Visa Status: Employment Visa

Email: rovaiddullah12@gmail.com

**Phone No:+971569760224**

Nationality: Pakistani

Address: (Al Falah St - Al Danah - Zone 1  
- Abu Dhabi - United Arab Emirates)

## PERSONAL SKILLS

- Self-motivated
- Good Communication Skill
- Time Management skill
- Task monitoring

## PROFESSIONAL EDUCATION

- Diploma of Information Technology
- Peach Tree ( Computerized Accounting )
- Quick Book ( Computerized Accounting )
- MS OFFICE ( Word, Excel and PowerPoint)

## LANGUAGE

- English
- urdu
- pashto

All documents attested from  
foreignaffairs UAE & Pakistan