



## Noman Afridi

ADMIN AND ACCOUNTS

📍 Opp Karachi Darbar, Fish Round about, Deira, Dubai

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🌐 @noman-afridi

### PROFILE

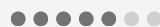
Seeking an position with challenging organization in which to develop and further my expertise and training in the field and to help organization meet their long-term goals.

### SKILLS

#### Project Management



#### Problem Solving



#### Creativity



#### Leadership



## WORK EXPERIENCE

6 Years Experience in UAE

### ADMIN AND ACCOUNTS

May 2018 - Jan 2023

#### Redline Auto Center, Dubai

- Monitor all account payable checks, prepare invoices for all and prepare updates on all accounts.
- Maintain files on all account receivables and update records as required.
- Manage monthly journals, update entries and maintain sub ledger for fixed assets.
- Perform research, reconcile all bank accounts and resolves all issues in processes.
- Prepare reports of payrolls on monthly and fortnightly basis.
- Prepare and document all taxes and its filing.
- Ensure efficient client services and provide support to administration staff.
- Maintain all files and invoices and prepare records of minutes of meeting.
- evaluate office budget, and arrange stock.
- Solve staff concern and assign work to them.
- Assist accountants and prepare all financial data and reports.
- Evaluate all physical contracts with products and billing plans.
- Organize customer contracts and evaluate all agreements and invoices.
- Monitor work of production manager and provide status on all business.
- Manage all petty cash and prepare cash flow reports.

### ADMIN AND ACCOUNTS

Nov 2016 - Apr 2018

#### Elmewafy car care center, Dubai

- Monitor all account payable, invoices and prepare updates on all accounts.
- Maintain files on all account receivables.
- Prepare reports of payrolls on monthly.
- Prepare all taxes and its filing.
- Ensure efficient client services and provide support to administration staff.
- Maintain all files and invoices and prepare records of minutes of meeting.
- Assist accountants and prepare all financial data and reports.
- Evaluate all physical contracts with products and billing plans.
- Manage all petty cash and cash flow reports.

## COMPUTER SKILLS

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- Peechtree
- Ms Office
- Inpage
- Corel Draw

## PERSONAL INFORMATION

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Visa Status : Visit Visa  
Passport No : AB1521534  
Gender : Male  
Marital Status : Married  
Religion : Islam  
Nationality : Pakistani  
Driving License: LTV (Automatic)

## EDUCATION HISTORY

**Masters in Business Administration** 2010-2012  
City University of Science and Information Technology, Peshawar

**Master of Commerce** 2010  
University of Peshawar

**Bachelor of Commerce (Honors)** 2009  
University of Peshawar

**Bachelor of Commerce** 2006-2008  
University of Peshawar

**Diploma in Commerce** 2004-2006  
Board of Technical Education, Peshawar

**Diploma In Automobile**  
Govt Politechnic Education Peshawar

### Declataion

I hereby declare that all the details furnished above are true to the best of my knowledge and feel responsible for any discrepancy.