



Rehan Haider

Accounting | Administration | Office Support

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📍 Dubai, United Arab Emirates 📅 2002-11-17

🌐 linkedin.com/in/rehan-haider-7b8034246 📄 Cancelled Visa

Profile

Detail-oriented accounting professional with experience in full cycle accounting, including accounts payable/receivable, bank reconciliation, payroll, and general ledger management. Strong administrative and customer service background with the ability to handle multiple responsibilities efficiently.

Employment History

08/2024 – 04/2026
Sharjah

Creative Closet Trading LLC

Jr. Accountant

- Managed accounts payable and receivable, ensuring timely processing of invoices and payments
- Recorded daily financial transactions using accounting software with high accuracy
- Prepared and issued invoices, processed payments, and maintained petty cash records
- Performed regular bank and account reconciliations to ensure financial accuracy
- Assisted in VAT filing and supported corporate tax preparation in compliance with UAE regulations
- Maintained organized financial records and supported overall accounting operations

07/2023 – 06/2024
Dubai

Basic Manufacturing Company

Secretary Cum Admin

- Managed front desk operations, handled customer inquiries, and maintained professional client relationships
- Coordinated meetings, appointments, and correspondence (emails, calls, and official documents)
- Organized and maintained physical and electronic filing systems for accurate record-keeping
- Prepared reports, presentations, and documents for management
- Assisted in recruitment processes, including interview scheduling and onboarding
- Supported daily administrative operations, including payroll documentation, timesheets, and office coordination

02/2022 – 06/2023
Dubai

Rukn Al Itqan Technical Services

Store Boy

- Assisted in daily store operations, including receiving, organizing, and issuing materials
- Maintained accurate records of stock and inventory movements
- Supported store opening and closing procedures while ensuring compliance with company policies
- Coordinated with team members to ensure smooth workflow and timely availability of items

05/2021 – 12/2022
Pakistan

Muhammadi Typing Centre Pak

Customer service / Reception

- Managed front desk operations, including greeting customers and handling inquiries professionally
- Responded to customer complaints and provided timely solutions to ensure satisfaction
- Handled incoming calls, emails, and appointment scheduling efficiently
- Maintained accurate records of customer interactions and office activities

07/2020 – 04/2021
Pakistan

Muhammadi Typing Centre

Data Entry / Assistant

- Performed accurate data entry and maintained organized records
- Verified and corrected data to ensure accuracy and completeness
- Generated reports and summaries for management review

Education

Pakistan

High School Graduate

Govt Higher secondary school

Pakistan

Diploma in Computer information technology

Jinnah Computer College

Pakistan

ICS

Govt Higher Secondary School

Certificate in Accounting & Finance

Cambridge International Qualifications Uk

Certificate in Accounting

Learn Online by Coursera

Skills

- | | | |
|----------------------------------|----------------------------|-------------------------|
| • Ability to Work Under Pressure | • Fast Learner | • Computer Skills |
| • Ability to Work in a Team | • Communication Skills | • Writing Documentation |
| • Time Management | • Hard Work and Dedication | • Team Working |

Languages

English

Urdu

Hindi