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**Objective:**

To employ my knowledge and experience with the intention of securing a professional carrier with opportunity for challenges and career advancement, while gaining knowledge of new skills and expertise.

**Professional Summary:**

I am MBA having 2 years of multi-functional experience in Accounts, Administration, Petty Cash Handling and Customer service.

**Professional Experience:**

**Bay-G Pharma** Importer of Infopia & Belivea Co Pharmaceutical Products from Korea

* Work as an Accountant in Bay-G Pharma H#103-A Satellite Town Rawalpindi

(July-2013 to Dec-2013)

 **Task Performed:**

* Cash handling, tally cash on daily basis & responsible for Receipts & Payments of the suppliers either cash or by cheque.
* Charge each expense under proper head in software.
* Reconcile company’s ledger and bank statement monthly to solve any discrepancies if any.
* Prepare Monthly record of credit recovery from market according to particular area and person so that company can easily judge its sales and recovery percentage.
* Maintain record of office vehicles so that management can easily calculate the expense.
* Update daily summary report in software and prepare daily receipt report in excel.
* Proper filing of each record accordingly.
* Dealing with customers and recover credit from them.

**Zia Steel Re-Rolling Mills** is one of the best in producing quality Billets & Steel Bars in Pakistan

* Work as an Accountant in Zia steel re-rolling mills Plot#48 St-2 I-10/3 Islamabad

 (June-2012 to May-13)

 **Task Performed:**

* Prepare analyze accounting records, financial statements and other financial reports.
* Report to management regarding finances of organization.
* Reconcile company’s ledger and bank statement monthly to solve any discrepancies if any.
* Accomplishes the result by performing the duty.
* Establish tables of accounts, and assign entries to proper accounts.
* Contributes to team effort by accomplishing related results as needed.
* Visit Banks and collect their input about organization.
* Maintain daily inventory report and check it physically.
* Arrange record properly so that any discrepancy can easily solved

**Alcatel Lucent** (CM PAK Project)

 **Task Performed:**

* Rising of purchase request for operations of CM Pak project.
* Receiving invoices form Finance Department.
* Dealing in Distribution and Verification of invoices in different Departments.
* Collect Verified Invoices from different departments.
* Update verified invoices in our Database.
* After updating those invoices in our Database then Submitting verified invoices to Finance Department.
* Fuel Supervision of all vehicles of CM Pak project.

**Askari Bank Ltd:**

 **Task Performed:**

* Account Opening Department.
* Remittance Department.
* Demand Draft, Pay Order, Pay Slip.
* Clearing Department.
* Inward clearing, outward clearing.

**Education:**

* **Master in Business Administration** (2009-11)

**COMSATS** Institute of Information Technology Islamabad

 **Majors:** Finance

* **Bachelors in Commerce** (2007-09)

University Of Gujrat

 **Majors:** Commerce

**Projects:**

* Portfolio Analysis of different securities
* Business Plan of **Thandi Lassi**
* Develop a new product **Ketchos** and also make its advertisement

**Training:**

* Advance Excel Techniques one day workshop
* Preparation for interview one day workshop

**Skills:**

* Proficient in Microsoft Excel, Word, Power Point
* Tally, Quick books & Abuzar Accounting Software
* Internet Usage E-mail etc

**Abilities and Areas of Specialization:**

* Analytical, team player, strong sense of urgency and completion of work, honest, trustworthy, fluent in English, proficient in Microsoft Office and Excel, capable of preparing memo and reports.
* Capability to plan, organize and implement several projects simultaneously, and Meeting the target with quality by giving close attention to each assignment.
* **Leadership Qualities:** Group leader of most of the projects.

**Personal Details:**

* Religion Islam
* Date Of Birth 10/09/1989
* Visa Status Visit visa