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ACEDEMIC QUALIFICATION

***Bachelor in Commerce (4-year) Finance*** *with* ***(70%)*** *(2009-2013)*

*(University of the Punjab), Pakistan*

WORK EXPERIENCE

***I have 3.5 year work experience (2010-2014)***

***Worked as an Assistant******Manager Corporate (For 1-year)***

***(Business Credit Information pvt.(Limited)***

*May 15, 2013 – 25 February, 2014*

**Duties:**

* Deal with different Accounts Matters
* Deals with Petty Expenses of Organization & keep a record.
* Making Vouchers on daily basis
* Maintain the record of Demand drafts of different banks
* Making Search reports of different companies with the request of different banks
* Filing Form A & Form 29( Information’s about Director & other Shareholders of Companies)
* Issuing Certified Copies
* File inspection in Security Exchange Commission of Pakistan(SECP)

***Worked as an Accountant (For 2-years)***

***(Judge Stainless Steel Industry)***

***Pakistan***

*October 15, 2010 – January 20, 2013*

**Duties:**

* Maintain the record of Import of Raw Material from China
* Make a telegraphic payment of imports through Banks
* Maintain a record of sales invoices (Cash or Credit)
* Make a recovery of cash from local market.
* Deals with expenses of Organization.

***Internship in National Bank of Pakistan***

*July 15, 2010 – 15 September, 2010*

**Duties:**

* I did work in Accounts Opening Department
* I did work in Clearance Department of National Bank of Pakistan(Local & Intercity Clearing)
* Worked different basic operations of the NBP i.e. Deposits, Withdrawals
* Maintain the records of Costumer’s
* Issuing Cheques book through Applications

TECHNICAL QUALIFICATION

* **MS Office Applications**

**(***Word, PowerPoint, Excel***)**

* **Basic knowledge of Peachtree**
* **Basic knowledge of Tally**

ACHIEVEMENTS

* Got a Laptop on merit Base**(Awarded by Chief minister of province [Punjab]),** Pakistan
* Got a 2**nd** position in Economics, 2009 (Intermediate)
* Got a Medal in Chess Competition (Punjab University), 2013

PROECT

* Make a project on Organization Behavior

(Make a project how much employee loyal with their organizations)