**Gulfjobseeker.com CV No:** **1276776**

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To get contact details of this candidates

Submit request through Feedback Link

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**Career Objective**

I am a positive and dedicated individual to explore the incredible growing trends while utilizing my education, experience and transferable skills.

**education**

**Bachelor**

B. Sc (Honors) Accounting & Finance [2009-2013]

CGPA: 3.21

GIFT University, Pakistan

**Intermediate**

F. Sc Pre-engineering [2007-2009]

GIFT Colleges, Pakistan

Grade: First Division

**Matriculation**

Matriculation in Science [2005-2007]

Government High School Daska, Pakistan

Grade: First Division

**experience**

**Assistant Accountant [October 1, 2012 to November 8, 2013]**

**Penna Overseas**

Sialkot, Pakistan

*Manufacturers**of**Martial Arts Products*

**Job Roles**

* Assist Accounts Manager to generate salary sheets and verification of payments to labor force using Microsoft Excel
* Co-ordinate Accounts Manager to generate annual bonus plans and implemented through Microsoft Excel
* Assist Internal Auditor to audit purchase orders and items delivered by suppliers
* Assist Internal Auditor to develop significant audit check points

**Accomplishments**

* Completed successfully a huge audit assignment of 200 contractors’ work details of last 4 quarters in just 2 days through company’s ERP
* Re-confirm the GDN and GRN for the period of 1 quarter, claimed mismatched details from suppliers and ensured 97% accuracy in the process
* Rewarded with the best performance experience letter

**Assistant Accountant [August 1, 2012 to September 14, 2012]**

**Starpak Martial Arts**

Sialkot, Pakistan

*Manufacturers**of**Martial Arts Products*

**Job Roles**

* Assist Accounts Officer to prepare one month salary sheets
* Assist Human Resource Officer to update recruitment documents and arrange interviews
* Prepared manual files to store recent records of HR and Accounts departments

**Accomplishments**

* Audited the Human Resource Department and updated the documentation to insightful, specific and quick source of information
* Improved Human Resource Department’s labor force demand side as well which overall affect the quick labor demand fulfillment
* Presented an error free bonus plan in the financial year of 2013 through Microsoft Excel and get rewarded with a sports bag and rupees 1000/-

**Assistant Sales and Marketing Manager [August 1, 2011 to Oct 30, 2011]**

**Afzal Agencies**

Sialkot, Pakistan

*Distributers of Nestle Water*

**Job Roles**

* Assist sales and marketing supervisor to achieve monthly sales targets
* Assist sales and marketing manager to develop seasonal distributional strategic plan

**Accomplishments**

* Best sales and marketing strategic plan which yield 2% quarterly sales of company
* Achieved 100% monthly sales targets

**software skills**

* Microsoft Excel, Word, Power Point
* Tally
* SPSS
* AMOS

**Awards and certificates**

* **Research Paper Publication:**
  + “ANTECEDENTS OF HIGHER DEGREE STUDENTS’ SATISFACTION: A DEVELOPING COUNTRY PERSPECTIVE” [Accepted for publication in *Research Journal of Recent Sciences* October, 2014]
* **Professional Research Workshop:**
  + In 2014, attended free of cost workshop on data analysis for scientific research (AMOS) in the reward of first research publication
* **Computer skills’ Certificate:**
  + 3 months diploma in Computer Applications from Al-Siddique Computer College, Daska, Pakistan [2009]