AREAS OF EXPERTISE

*Financial & Cost Accounting*

*Analytical skills*

*Bank Reconciliation*

*ERP-Oracle Accounting Software Cost control*

PROFESSIONAL

*MBA Finance with two additional course of Supply Chain Management.*

*Security & Portfolio Management*

*Analysis of Financial Statement*

*Financial Management & Institute*

PERSONAL SKILLS

*Ability to Meet Deadlines*

*High Work Standards*

*Supervisory Skills*

*Problem Solving*

*Stress Tolerance*

*Strategic Thinking*

PERSONAL DETAILS

*DOB: August 04, 1984*

*Driving license: Yes*

*Nationality: Pakistani*

**Gulfjobseeker.com CV No:** **1301004**

**Mobile +**971505905010 / +971504753686

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Senior Accounts Officer

PERSONAL SUMMARY

A highly organized, motivated, confident and dependable professional, who has the ability to apply his accounting knowledge and experience to a diverse range of financial issues, Tufail is a hard-working, dedicated and ambitious Accountant who possesses strong theoretical and practical knowledge of generally accepted accounting principles. He has the ability to work within demanding accounting cycles and to quarterly- closing deadlines.

He has a desire for continual professional growth. Right now he is looking for a suitable position with a fast growing and high performing company that wants to recruit the best.

WORK EXPERIENCE

***Educational Services (Pvt.) Ltd (Regional Office) - Pakistan***

SENIOR ACCOUNTS OFFICER July 2007 - Present

Working as part of a team, is responsible for preparing, examining, and analyzing accounting records, financial statements, and other financial reports and making sure that the flow of costs and revenues between the various projects and regions are accurately accounted for and managed.

***Duties****:*

* General ledger entry including accruals and prepayments.
* Inputting invoices onto ERP-Oracle Financials.
* Preparing monthly statement of bank reconciliation.
* Developing MIS Reports.
* Providing and interpreting financial information.
* Preparing annual financial statements.
* Preparing standard accounting reports and summaries for financial analysis.
* Assisting internal/external auditors with queries.
* Quarterly / annually organization’s accounts preparation.

***National Textile Mills - Pakistan***

ACCOUNTS ASSISTANT September 2006 – June 2007

KEY SKILLS AND COMPETENCIES

* Excellent account management skills.
* Extensive knowledge of excel spreadsheets and advance Excel.
* Knowledge and experience of ERP-Oracle.
* Ability to perform analytical functions and resolve accounting issue.
* Ability to work long hours, often under pressure.

ACADEMIC QUALIFICATIONS

*MBA (Finance and Management)* ***Iqra University 2009 - 2013***

*Bachelor of Commerce: Business Math, Economic, Statistics, Financial Accounting, Cost Accounting, Advance Accounting* ***University of Karachi 2006 - 2008***