**Gulfjobseeker.com CV No:** **1310304**

**Mobile +**971505905010 / +971504753686

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Objectives:

To work in a competent and well reputed organization which can enhance my skills and abilities and can also help to achieve my goal.

Qualifications:

*MATRIC* Al-Rahim Secondary School

Year 2008 General Group Grade “C”

*INTER* Private

Year 2011 Commerce Group Grade “C”

*B.COM* Federal Urdu University

Year 2014 Commerce Group Admission Taken

Computer Skills:

Ms Office, Operating Windows, Internet Suffering & Typing Speed.

Language Skills:

English (Read/Write/Speak) & Urdu (Read/Write/Speak).

Bio Data:

Date of Birth : 2nd August 1988

Marital Status : Married

Religion : Islam

Experiences:

INSTITUTE: AVISACTA HEALTH CARE

POSITION AS: ASSISTANT MANAGER FINANCE

DURATION: 2.5 YEARS (2012 TO 2014)

RESPONSIBILITIES:

* Daily petty cash report.
* Handling of petty cash.
* Make monthly income statement & balance sheet.
* Make multiple payment & journal vouchers.
* Make monthly pay roll of all employees.
* Online verification of suppliers NTN and GST.
* Check bills and make payments of suppliers.
* Control advances taken by marketing for doctor activities.
* Check and incorporate the monthly expenses of field force.
* Make marketing approvals and check from the budget.
* Coordinate with distributors for payment.
* Maintain ledgers of distributors & products.
* Make invoices of distributors against stock.
* Make appointment letters for new employees.
* Reconciliation of bank statement against bank position.

INSTITUTE: PLATINUM PHARMACEUTICALS (PVT.) LTD

POSITION AS: ACCOUNTS OFFICER

DURATION: 4.5 YEARS (2007 TO 2011)

RESPONSIBILITIES:

* Make multiple general journal vouchers.
* Check online verification of suppliers NTN and GST.
* Check bills and make payment of suppliers.
* Correspondences with all suppliers about payments.
* Incorporate marketing budget quarterly / half yearly.
* Make income tax detail of suppliers and employee every week.
* Control advances taken by marketing for doctor activities.
* Check and incorporate the monthly expenses of field force.
* Make marketing approvals and check from the budget
* Registration of the products for trademark.
* Correspondence/Coordinate with purchase department, marketing department and MIS department for supplier’s cheque.