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 **Professional Summary**

An Accountant adept at creating clear and comprehensive financial reports to present to senior management, Enjoys being part of a dynamic Team.

**Skills**

Self- Motivated professional Strong Communication Skills
MS Office Suite Peachtree, Quick Book
Bookkeeping Maintaining cashbook, Petty Cash book
Reconciliation of bank statements Preparation of salaries wages and payroll function
Recording and Processing invoices Cash flow statements
Skills in Auditing Standards (ISAs) Skills in Accounting Standards (IFRS & IASs)

**Education**

**B.com:** Commerce 2011
**University of Karachi-** Karachi Pakistan

**Intermediate-Higher Secondary School Certificate (HSC):** Pre-Engineering 2006
**Adamjee Government Science College**- Karachi, Pakistan

**Matriculation-Secondary School Certificate (SSC):** Science 2004
**Sarfraz Pilot Higher Secondary School**-Karachi: Pakistan

 **Certifications**

**Association of Chartered Certified Accountant (ACCA)** 2010 and Current
 **ACCA global Pakistan-** Karachi Pakistan

F1 Accountant in Business (Passed) F2 Management Accountant (Passed)
F3 Financial Accounting (Passed) F4 Corporate & Business Law (Passed)
F5 Performance Management (Passed) F6 Taxation (Passed)
F7 Financial reporting (Passed) F8 Audit and Assurance (To be attempted)
F9 Financial Management (Passed) P1 Corporate Governance, Risk & Ethics (To Be Attempted)
P2 Corporate Reporting (Passed) P3 Business Analysis (To be Attempted)

*ACCA is a globally recognized accountancy course. This enables its learner to create high quality of Accounting and Auditing Skills. I have completed 9 Papers of ACCA and rests of the papers are in progress.*

**Computer Qualification**

**Certificate of Computerized Accounting** 2013
**Computer Collegiate-** Karachi, Pakistan

* Advanced Excel
* Peachtree

**Work History**

Accounts Assistant 2012 and Current
**Hira Foundation School- A division of Jamia Darulollom Karachi**- Korangi Industrial Area, Karachi, Pakistan.

*Being an accounts assistant, I am fulfilling following responsibilities:*

* *Bookkeeping*
* *Preparation of salaries and wages.*
* *Maintaining cash book, petty cash books and other similar books*
* *Monthly bank reconciliation*
* *Recording and processing vouchers*
* *Budget Forecasts*
* *Aging analysis of Accounts Receivable*