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**Objective**

Secure a responsible position in Accounts/Administration Departments and serve as a representative sharing my breadth of experiences and abilities effecting mutual employees and employer growth and success.

**Executive Summary**

**Commitment| Management| Integrity**

A proven visionary and strategic manager that translates business strategies into maximum profits commensurate with the best interest of shareholders, customers, employees, and the public. Proficient in preparation of financial statements, Ledgers, Stock, Cash book, Sales and purchases, A-R & A-P and BRS. Detail-oriented, efficient, and organized professional with extensive experience in **accounting systems**. Highly trustworthy, discreet and ethical, hardworking, patient and creative. Develop& maintained effective working relations with people in a multi-cultural, multi-ethnic environment, with sensitivity and respect for diversity. Developing finance & accounting policies, procedures, and systems.

**Basic/Adaptive Skills**

|  |  |  |
| --- | --- | --- |
| * Asset Management * A-R & A-P Management * Accounting & Book keeping * Budgeting & Financial Reporting | * Stress & Time Management * New Business Start- up * Cross Cultural Communication * Meeting Strict Objectives | * Written & Verbal Communication * Leadership * Administrative Management * Conceptual& Interpersonal |

**Professional Experience**

|  |  |  |
| --- | --- | --- |
| 1. **Office Manager (Admin & Account)** 2. **Admin & Finance Manager** 3. **Admin & Account Manager** 4. **Accounts Executive** 5. **Accounts Officer** 6. **Accounts Officer** 7. **Sales Promotion Officer** | * Dec 2013 – Presently * Sep 2011 – Nov 2013 * Oct 2009 – May 2011 * Oct 2008 –Sep 2009 * Jun 2006 –Apr 2008 * Apr 2002 – Oct 2002 * June 1998 – May 1999 | * Delma Passenger Transport By Rental Buses LLC, Dubai – UAE. * STEPNEX SERVICES PVT Ltd, Peshawar. – KPK, Pakistan * Afghan United Group of Companies (AUGC), KABUL. – Kabul, Afghanistan * ASAA Impex (Importer) Lahore. – Punjab, Pakistan * Pakistan Accumulators (Pvt) Ltd, Islamabad. – Punjab, Pakistan * Zangoon Air Services, Peshawar.– KPK, Pakistan * Nizami International Travel, d. i. khan. – KPK, Pakistan |

**Designation | Period | Company**

**Responsibilities**

**For: Accounts & Finance**

* Giving suggestions, guidance & support in all financial matters to the company’s directors.
* Oversee the bookkeeping of the company, and also responsible for account ledgers, monthly review of all account reconciliations and journal entries.
* Developing reports for top management summarizing the business financial position in the area of income, expenses and capital usage. Reports include (profit & loss statement, Balance Sheet, Assets Report, Account Receivable and payable reconciliation statement and budget)
* Implement Firm’s Accounting Policies to facilitate internal financial control and procedures and interpret guidance and determining the financial objective.
* Oversee the General Accounting processes of Inter-company, Oversees of Inter-company, Fixed assets management and daily activities.
* Accomplished accounting, human resource objectives by recruiting, selecting, orienting, training, assigning, scheduling, coaching, counselling, and disciplining employees; communicating job expectations; planning, monitoring, appraising, and reviewing job contributions; planning and reviewing compensation actions; enforcing policies and procedures.
* Ensured an accurate and timely monthly, quarterly and year end close and also Ensured timely reporting of all monthly financial information.
* Maintain the computerized accounting system and maintain financial files and records.
* Ensure that all financial reporting obligations are met in relation to submissions for funding, for grant aid, for contracts and any other initiatives.
* Preparing an annual budget & comparing with actual, Scheduling expenditures, and maintaining inventories.
* Controlling and managing all GL related Financial Transactions, including revenue, expenses and Bank Reconciliation.
* Identify warehouse for storages, establish tools for stock management, and manage stock movements and distributions.
* Record the fund transferred from various exchanges and cross check with the revenue ledgers and if necessary to correspond with the bank
* Calculate depreciation on each month and Obtain approval from the higher management to write off missing, unserviceable, damaged or condemned assets and pass necessary entries in the books of accounts.
* Guides other departments by researching and interpreting accounting policy; applying observations and recommendations to operational issues.

**For: (Administration)**

* Managing all administrative activities of the company and also Involve in public dealing for business expansion.
* Designing and planning of Standard operating system for accounts and administration and make sure that all employees are following the company procedures and policies.
* Developing external relationships with appropriate contacts, e.g. auditors, solicitors, bankers.
* Provides communication systems by identifying needs; evaluating options; maintaining equipment.
* Maintains administrative staff by recruiting, selecting, orienting, and training employees; maintaining a safe and secure work environment.
* Responsible for day to day supply management, liaising with property management, & managing all administrative activities.
* Dealing with the company registration and certification processes.
* Supervise the communication and administration coordinator, office operating without interruption, reduce risk management.
* Oversee the company fixed assets & Ensure safe custody and proper use of an asset.
* Identify opportunities for funding development of the service, and to submit bids and applications accordingly.

**Education**

**Certified Public Accountant – (CPA-Student) (In Process)**

The Institute of Certified Public Accountants of Pakistan (ICPAP)

**Master of Business Administration** – **Marketing – (2008)**

Institute of Business Management &Sciences (IBMS) Agricultural University of Peshawar, KPK, Pakistan

**Bachelor of Commerce & Information Technology (B.COM** – **IT) (2005)**

Frontier College of Business Education (FCBE) CECOS University of Peshawar, KPK, Pakistan

**Key Transferable & IT Skills**

|  |  |  |
| --- | --- | --- |
| * **Peachtree** Software (Accounts) * **QuickBooks** Software (Accounts) * **Tally** Software (Accounts) * **Cossap** Software (Accounts) | * **SYMEX System** Software (Accounts) * **Pinnacle** Software (Accounts) * **Focal Point** Software (Accounts) * Office Automation | * Knowledge of **SAP Business One** * Knowledge of **SAP (FI)** Module * Familiar with **GAAP** Rules * Familiar with **IFRS & IPSAS** |

**Achievements**

* Worked as a consultant in Topi Communication a Telenor Franchise in swabi. Audited their manual accounting system and integrated it to the Quick Books Accounting Software.
* Worked as a Company Coordinator for Afghan United Group of Companies to convert their manual accounts to computerized accounts in collaboration with SYMEX System in United Arab Emirates. And Trained 28 individuals in computerized accounting.

**Languages** English, Urdu, Pashto, Punjabi, Dari