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# OBJECTIVE

To acquire bright future in the esteemed organization through hard work and a challenging job in a progressive environment that offers more opportunities of learning, career development and consuming my abilities at the most for the beneficial output to the establishment .

## CAREER SUMMARY

## WORK EXPERIENCE

**KAMAL LIMITED (July 2013-FEB 2015)**

As a Accountant

**Duties & Responsibilities**

* All manual accounting work as well as computerized work
* Vouchering. Posting Financial Reporting Material handling
* Professional approach to problem solving.
* Good in negotiation with clients and parties.
* Successful at resolving accounting disparities in a firm.
* Aware of all new legislation, compliance with existing regulatory requirements.
* Proficient in **Tally, ERP 9, Peachtree** software’s.
* Expert in MS. Office.
* Ability to work with minimum supervision.

Result orientation with frictionless behavior.

* **MASOOD TEXTILE MILL**  **(SEP2012-JULY2013)**
* as . Accountant Professional approach to problem solving.
* Good in negotiation with clients and parties.
* Successful at resolving accounting disparities in a firm.
* Aware of all new legislation, compliance with existing regulatory requirements.
* Proficient in **Tally, ERP 9, Peachtree** softwares.
* Expert in MS. Office.
* Ability to work with minimum supervision.

Result orientation with frictionless behavior

* Manual vouchering

# ACADEMIC QUALIFICATION

**University of Agriculture, Faisalabad, Pakistan (2010 TO 2012)**

MBA – Marketing

**University of Agriculture, Faisalabad, Pakistan (2007 TO 2009)**

Bachelor in Commerce

# COMPUTER SKILLS

# Microsoft office: excel, word, power point, outlook, Access. I also have done three month’s diploma in basic computer operations

# PERSONALS

**Marital status:** Single

**Nationality:** Pakistani

**Date of Birth 13-01-1988**

## LANGUAGES

### English (Good)

Urdu (Excellent)

Hindi (Good)