|  |  |  |
| --- | --- | --- |
|  | **Gulfjobseeker.com CV No:** **1342758****Mobile +**971505905010 / +971504753686To get contact details of this candidatesSubmit request through Feedback Link<http://www.gulfjobseeker.com/feedback/submit_fb.php> | D:\Removable Disk (H)\DCIM\107_PANA\passport size pic.jpgpicpic |

|  |  |
| --- | --- |
|  | ObjectivesTo find a challenging post in the professional environment and to excel my skills while learning from my seniors.Personal ProfileI am highly skilled, young, dynamic and energetic professional. Having BBA Hon’s in Finance. I have done work in Operations& Accounts Department of Monnoo Group Of Industries. I am ambitious, proactive, and have good problem-solving skills with excellent communication and leadership abilities.QualificationMaster in Business Administration (Accounting & Finance) 2015NCBA&E* BBA (Hon’s) 2008-2012

Lahore Business School (The University Of Lahore) * D.com 2006-2008

Govt. College of Commerce SheikhupuraExperience* ***Muslim Commercial Bank Ltd,***

Nine Month Experience as Teller Service Officer (TSO) at MCB Main Branch Sheikhupura,* ***Monnoo Group Of Industries,***

Eighteen month Experience in Operations & Accounts Department at Monnoowal Textile Mills LTD Head Office Lahore,* ***National Bank of Pakistan Farooq Abad Branch,***

Six weeks Internship in NBP Farooqabad, * *Habib Bank Limited,*

Six weeks Internship in HBL Farooqabad Branch,* *National Bank of Pakistan,*

 8 Weeks Internship in NBP Lahore Samna Abad Branch,Skills* MS Office, Oracle, Peachtree, Tally
* Time Management, cheque Verification, Open and close Accounts for Customer’s, Fraud Controlling, Cheque Book Issuing, Account Statements, Answer customer’s inquiries,
* Organizational, research, communication and interpersonal skills, Compose, type, and
* to adapt to varied environments and task requirements
* E-mail customer statements and other correspondence related to issues such as discrepancies and outstanding unpaid items.
* Resolve problems or discrepancies concerning customers' accounts. Explain, promote, or sell products or services such as travelers' checks, savings bonds, money orders, and cashier's checks, using computerized information about customers to tailor recommendations.
* Account receivable/account payable, Generating P&L reports, Account reconciliation
* Ability to develop skills in a particular area, as per the project demand
* Petty cash handling, Vouchers and Filing, Payroll,
* Play a significant role in long-term planning, including an initiative geared toward operational excellence.
* Oversee overall financial management, planning, systems and controls
* Stock control, manual stock taking, stock transfer, Purchasing order and updating the item master

Operating Skills* Windows XP
* Windows 7
* Windows 8
 |
|  | Language proficiencyEnglish* Good speaking, writing and reading

Urdu* Excellent speaking, writing, and reading

  |