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| **Gulfjobseeker.com CV No:** **1344006****Mobile +**971505905010 / +971504753686To get contact details of this candidatesSubmit request through Feedback Link<http://www.gulfjobseeker.com/feedback/submit_fb.php> | **C:\Documents and Settings\salman1\Desktop\1974999_755553624455560_1118734805_n.jpg** |

**Objective**

To seek a dynamic position in an organization which can provide opportunities for optimum utilization of my skills, learning and career growth alongside attractive work environment.

**Expertise**

|  |  |
| --- | --- |
| * Bookkeeping, General Ledgers
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| * Receivables & Payables Management
 |  |
| * Bank Reconciliation Statement
* Final Accounts
 |  |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Qualification**

|  |  |  |
| --- | --- | --- |
| **Academic Qualification** | **Division** | **University / Institute** |
| **B.Com** (Bachelor in Commerce) | Ist | University of Punjab, Lahore, Pakistan |
| **Professional Qualification** |
| **CMA-Part Qualified**(Cost & Management Accountant)One Year Post Graduate Certificate in Accounting | P | ICMAP-Institute of Cost & Management Accountants of Pakistan |

**Career brief** |
| **Position**Accountant | **Company / Organization**SLR Rent a Car (Dubai) | **Period**Sept 2013 to Present |
| Asstt.Audit & Accounts Manager | Shehzad Malik&Company (Rwp) | April 2010to June 2013 |
| Customer Care Executive | Ufone call centre Islamabad | July 2005 to June 2006 |
| Front Desk Cashier | Marriot Hotel Islamabad | July 1996 to Mar. 1997 |
| Internee | American Express Travel Agency | May 1995 to Sept.1995 |
|  | (Islamabad) |  |

**IT / Computer Skills**

MS-Word, MS-Excel, MS-Power Point

Peachtree ,Quick Book

Network Browsing

**WORKING EXPERIENCE:**

**Accountant –SLR Rent a Car – Dubai (Sept 2013 till Date)**

Currently working as a General Accountant with following responsibilities:

* Preparation of daily receipts and payments
* Preparation of Rent agreement
* Preparation of financial statements
* Managing Receivables and Payables
* Bank Reconciliation

**Assistant Accounts & Audit Manager-Shehzad Malik &Co.RWP. (April 2010 to June 2013)**

Worked as an Assistant Accounts and Audit manager with following responsibilities:

**Accounts Related Experience**

* Designing Accounting System including Chart of Accounts, Vouching System, Ledgers etc.
* Finalization of periodic financial statements (Cash flow Statement, Income Statement, Balance Sheet)
* Bank Reconciliation Statement
* Reporting variations in targets to clients for timely control purposes & Results improvement

**Audit Related Experience**

* Responsible for Audit Planning and program
* Review of current, permanent audit files and financial statements
* Managing auditing projects, assigning staff to clients and complying with policies & procedures

I have conducted Audit of following companies during my tenure at SM & Co.:

**Private Limited Companies**

* Audit of IBEX ( Private)Ltd
* Audit in UCS (Private) Ltd
* Audit in ECI (Private) Ltd
* Audit in Veterans Cooperative Society (Private) Ltd
* Audit in Health Equipments (Private) Ltd

**Non-profit Organizations**

* Aasaan Foundation

**Educational Institution**

* Centre for Professional Excellence(CPE)

**Medical Institution**

* Maryum Memorial Hospital
* Maroof International Hospital

**Customer Care Executive-Ufone Call Centre Islamabad-(July 2005 toJune 2006)**

**Responsibilities**

* Solving queries of customers.
* Providing information about ufone services.
* Worked in WCMS and NCR

**Front Desk Cashier-Marriot Hotel Islamabad-(July 1996 to March 1997)**

**Responsibilities**

* Front desk cash handling.
* Preparation of checks.
* Data entry.
* Internal Audit

**Internee-American Express Travel Agency, Islamabad-( May 1995 till September 1995)**

**Responsibilities**

* Preparation of tickets and making reservations.
* Preparation of Bank reconciliation statements.
* Preparation of Sales report.
* Data entry of tickets.
* Maintaining Stock Register

**Language**

Urdu: Mother tongue

English: Fluent

Arabic: Fair

**Personal Data**

Gender: Female

Religion: Islam