Syed

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***Career Objective:***

*Looking forward for a challenging and career-oriented position in a healthy and leading organization to realize my true potential, resolution abilities and professional mental makeup both as a team player or a team leader through consistent effort and dedication with a strong desire to excel and achieve the goal*.

***Education***

* ***Graduation, (B.Com)*** *Bachelor of Commerce*

*University of Gujrat.Year (2010)*

* ***Intermediate (I.Com)*** *intermediate of Commerce*

*Board of intermediate & secondary education, Gujranwala. (2007)*

* ***Matriculation (Science)***

*Board of intermediate & secondary education, Gujranwala. (2005)*

***Diploma***

***Professional Course:***

* *Diploma in Certified Accounts Manager (2Years)*
* *Certificate course Office Management*
* *Certificate course in Computer Hardware*

***Profile:***

* *Highly motivated individual, exceptional organization skills and outstanding vendor relationship.*
* *Strategic thinker and planner, budget cautious and eager to contribute to the growth of a progressive organization.*
* *Able to analyze situations and handle assignments under pressure, pursue high levels of thinking and able to demonstrate leadership qualities & organizing skills.*
* *Establishing instant rapport together with hardworking to liaise with clients and co-workers.*

***Professional Experience: Organization***

* *Work as Accountant in Combined Military Hospital Kharian Cantt from Feb 2010 till to date.*

***Job Description***

* *Prepare asset, liability, and capital account entries by compiling and analyzing account information.*
* *Annual budget preparation of the organization, monitoring of the budget utilization and vision planning.*
* *Prepare and submit monthly P&L, Balance sheet and other reports related to finance & accounts to the management.*
* *Summarizes current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports.*
* *Substantiates financial transactions by auditing documents.*
* *Maintains accounting controls by preparing and recommending policies and procedures.*
* *Guides accounting clerical staff by coordinating activities and answering questions.*
* *Reconciles financial discrepancies by collecting and analyzing account information.*
* *Secures financial information by completing data base backups.*
* *Provides financial information to management by researching and analyzing accounting data; preparing reports.*
* *Prepares asset, liability, and capital account entries by compiling and analyzing account information.*
* *Booking of journal vouchers, bank payment vouchers, cash payment vouchers.*
* *Responsible for maintaining accounting ledgers and performed account reconciliation.*
* *Solid experience in preparing financial reports and Audits.*

***Duties Responsibility***

* *Prepare, examine, and analyze accounting records, financial statements, and other financial reports to assess accuracy, completeness, and conformance to reporting and procedural standards.*
* *Compute taxes owed and prepare tax returns, ensuring compliance with payment, reporting and other tax requirements.*
* *Analyze business operations, trends, costs, revenues, financial commitments, and obligations, to project future revenues and expenses or to provide advice.*
* *Report to management regarding the finances of establishment.*
* *Establish tables of accounts, and assign entries to proper accounts.*
* *Develop, maintain, and analyze budgets, preparing periodic reports that compare budgeted costs to actual costs.*

***Key Skills:***

***Communication*** *- Deals with internal and external customers at all levels via telephone and email, to ensure successful communication via actively listening and probing questions.****Problem solving*** *- Resolves in-depth queries in a methodical manner independently and with internal and external business partners to find appropriate resolutions, efficiencies and high level of quality.****Team Player*** *- Enjoys sharing knowledge and encouraging development of others to achieve specific team goals.****Planning and organizing*** *- Refined planning and organizational skills that balance work, team support and ad-hoc responsibilities in a timely and professional manner.****Systems knowledge*** *- PeopleSoft and Oracle.  Experience in preparing and analyzing reporting data for management accurately and to timescales.*

***Certified Accounts***

*Function of center and commercial bank, Cash book and bank statement Reconciliation, land vouchers, deposit branch audit ,,Types of Accounting, Journal, Ledger, Trial Balance Balance sheet reports, ATM credit card work ,Salary making, file work , Audit types and information ,Cost accounting information ,LIFO, FIFO AVG methods ,Business Management Level of Management ,Taxation Rules ,Departments ,Banking.*

***Computer Skills***  *Essential of IT .ICS (Introduction of Computer Science, Microsoft Word , Microsoft Excel , Microsoft Power point, 2.Installation & Troubleshooting , Hardware & Software ,MS Windows XP/Vista, MS Access SQL Server ,Programming & amp Intro to Oracle Java 3.Web Development ,HTML & DHTML Java Scripting 4-Software Development, ASP.Net(C+, Visual Basic 6.0, 4-Ecommerce, 5-Communication Skills, Networking, DHCP DNS,TCP/IP network, Oracle APEX technology.(Windows Server 2003/2008/2010)*

***Office Professional***

* *Microsoft Word*
* *Microsoft Excel*
* *Microsoft PowerPoint*
* *Microsoft Access*

***Graphics***

* *Adobe Photoshop, Corel Draw*

***Hobbies:***

* *Internet surfing,*
* *Reading books.*

***Urdu***

* *In page*

***Windows***

* *Microsoft DOS (Disk Operating System)*
* *Printing & scanning*
* *Software Installation*
* *Connecting hardware*
* *Detecting hardware*
* *Troubleshooting*
* *Microsoft Window Installation (Win, 98 Win, 2000 Win, XP Win, 7, Win, 8*

***Languages***

*English, Urdu, Punjabi*

***Personal Information:***

* *Domicile : (Gujrat), Punjab*
* *Nationality : Pakistani*
* *Date of Birth 05-09-1989*
* *Marital Status : Married*