**Gulfjobseeker.com CV No:** **1391334**

**Mobile +**971505905010 / +971504753686

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**Qualifications**

**Name of Degree** Bachelor’s (Pass) From University of Karachi.

🕮

**Discipline** Commerce

**Name of Degree** Intermediate (Pass) From Board of Intermediate Education

Karachi.

🕮

**Discipline** Commerce

**Name of Degree** S.S.C (Pass) From Board of Secondary Education

Karachi.

🕮

**Discipline** General (Commerce)

**Computer Skills**

🖳M.S Office (Word, Excel)

🖳Minitab (Statistical Analysis)

🖳Peachtree (Accounting)

🖳Gnucash (Accounting)

🖳Tally ERP.9 (Accounting)

🖳Internet (Email, Web Searching)

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**Experience**

1. **M/s S.M.K Construction & Co.**

**Duration** 🕔December 2013 to Date

**Mega Project** 📪 New Sindh Assembly Building Karachi.

(500 Million Rs.)

400 Bedded Hospital at nipa (100 Million Rs.)

Landhi Madical Complex “Renovation” (50 Million Rs.)

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| I am working in this company as an Accountant. My job is to prepare and Maintain all the Records of Accounting Cycle including Preparation and Recording of Underlying Documents, Recording of Financial Data from these Documents, Summarizing & Recording in Journals, Posting the Data into the Ledgers, Trail Balance, Adjustments, Financial Statement Follow-up of Debtors & Creditors record, Daily Petty Expenses record, & Cash Flow Statement etc…. |

**Job Assignment** ✍

1. **Faraz Industries (Automotive Manufacturing Company).**

**Duration** 🕔September 2010 to December 2013

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| Customer: Pak Suzuki Motors Ltd. Products: Dashboard, Door Locks, Ignition Assembly, Inside Mirror, Right & Left side Mirrors.  Customer: Atlas Honda Ltd. Products: Ignition Lock, Oil Pump, Side cover Locks, Fuel Cap. |

Products &

Customers 📪

|  |
| --- |
| To record Production reports , In process inspection reports,  Warranty Claim rejection analysis against Customer’s Complains  Debit Notes, PPM reports, QDR Reports, Analysis of Machining Process through Histogram Six Pack Capability analysis, Pareto Analysis, CPA’s (Corrective & Preventive Actions), Maintain Rejection information reports, Final product Audit Reports. |

**Job Assignment** ✍

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1. **M/s EnArch Associates**

**Duration** 🕔June 2009 to Aug 2010.

**Mega Project** 📪 Concept Commercial Building DHA Phase II, Karachi,

(60 Million Rs.)

Khoda Ki Basti School (Lahore), (20 Million Rs.)

Shadab School Rari Goth (20 Million Rs.)

Working at lot of Bungalows & petrol pumps of Shell.

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| I Worked in this company as an Accountant. Prepare all the Required Documents & maintain Accounts Record in Assistance of Senior Accountants. Posting all the Data in their respective Ledgers, Daily Expenses records, and Debtors & Creditors record. |

**Job Assignment** ✍

1. **M/s Sara Corporation**

**Duration** 🕔Jan 2006 to Nov 2007.

**Product** 📪 Garments Articles: Trousers, Shirts, T-Shirts, Jeans, Shorts.

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| Worked as an Office Assistant in HR /Admin Department to maintain records of Employees, Induction, Recruitment and their attendance records. |

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