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**PERSONAL STATEMENT**

I’m an experienced **HR Manager cum Accountant** looking for a new opportunity within a large or small operation in UAE. I have previous experience in HR based Government accounting as well a small business accounting.

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**PROFESSIONAL EXPERIENCE**

1. **PUBLIC SECTOR EXPERIENCE**

**Job History**

I have been serving as Senior Auditor / Pay Roll Officer / HR Accountant / Assistant Accounts Officer in a Government Institution namely Accountant General Pakistan Revenues (AGPR), Islamabad (A subordinate department of the Ministry of Finance & Revenues, Government of Pakistan) from Feb. 2000 to Sep. 2015. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Job Responsibilities**

**As Senior Auditor (from Feb. 2000 to Dec. 2004)**

* Pre-audit of the financial claims of the Federal Government Departments in Islamabad such as:-
* Utility claims (i.e. Telephone bills, Electricity bills, Gas bills).
* Personal claims of the employees such as:-
* Medical claims.
* Salary claims.
* Travelling Allowance/Daily Allowance claims etc of the employees.
* Contractors claims/bills.

**As Pay Roll Officer-SAP (from Jan, 2005 to Nov. 2010)**

* Working on ***SAP (System Application Product),*** a customized E.R.P, with the following job responsibilities:-
* Hiring of new employees by putting their personal information into the SAP system and allotting them a unique personnel number.
* Payment of pay and allowances through SAP system by directly crediting into their bank accounts.
* Payment of loans/advances to the employees (i.e House Building Advance, Motor Car Advance, Motor Cycle Advance, and General Provident Fund Advance).
* Deduction of principal amount from their pay through equal monthly installments.
* Execution of monthly Pay Roll and sending the bank advices and cheques to the main branches of different banks for onward credit into employees’ accounts.
* Stoppage of Pay and Allowances in case of retirement, death, resignation etc.
* Transfer of employees data through SAP to other stations in case of transfer of the employees.
* Printing of system generated monthly Pay Slips.
* Generation of HR Reports.

**As HR Accountant (from Dec. 2010 to June, 2011)**

* Serving on deputation in the Ministry of Education with the following job responsibilities:-
* Maintaining budget relating to Educational Projects.
* Monthly reconciliation of expenditures of the Education department with AGPR statements.
* Preparation of annual budget estimates.
* Monthly reconciliation of Cash Books with Bank statements.
* Maintaining cheque books and issuance of cheques for payment to vendors.

**As Assistant Accounts Officer (from July, 2011 to Sep, 2015)**

* Working in Pension Facilitation Centre of AGPR, with the following supervisory responsibilities:-
* Coordination between AGPR and other Departments/stakeholders.
* Formulation of pension policies and procedures.
* Preparation of Pension Budget Estimates in billions.
* Maintaining check and balance on pension expenditures through monthly reconciliation.
* Reporting of pension data/information to the higher authorities.
* Authorization of pension to the retired employees through SAP.
* Sending of monthly pension through SAP directly into pensioners’ bank accounts.

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1. **CORPORATE SECTOR EXPERIENCE**

**Job History**

I have been serving as a part time E.R.P. Accountant in a consultancy firm namely FAWAD ASSOCIATES, Rawalpindi, Pakistan from January, 2013 to June, 2015.

**Duties/Job Responsibilities:-**

**As Software Accountant/Assistant Manager (HR & Administration) from January, 2013 to June, 2015.**

* I have been working on Peachtree, QuickBooks, and Tally in the following areas of operation:-
* Cash Accounts.
* Accounts Receivables.
* Accounts Payables.
* Customers and Vendors.
* Inventory.
* Income Statement, Balance Sheet (Related Accounts).
* Cash and Credit Based Transactions.
* HR & Administration (daily, weekly, & monthly assignments).
* Performing tasks to suit customers’ needs.
* Customers Services & Vendors Services.
* Procurement.
* Vendor Management.
* Marketing.

**EDUCATION**

**City University of Science and Information Technology, Peshawar (Pak)**

MBA (Finance) ………………………………. March, 2009

**ADDITIONAL QUALITIES**

**Computer Knowledge**

I am also capable of working in Word, Excel, Power Point, and using Internet.

**Languages**

I can understand, speak, read, and write English, Urdu, Hindi, and Punjabi