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#### PROFILE& OBJECTIVES

A diligent & self-motivated worker having more than years of experience in warehouse and Oil & Gas sector. A vital team member, committed for timely generation in cost effective manner with outstanding results. Involved in multiple disciplines & having good analytical & interpersonal skills with consistent track record to achieve predictable outcomes. Dedicated to maintain high quality standards.

To contribute my knowledge and skills in an organization where these skills are valued and valuable. To have and to create opportunities to advance and broaden my skills and keen to go for challenging placements in an innovative organization to make real contribution towards development of broad based objectives–set to ensure that I continue to be an asset to colleagues and to organization.

### EDUCATION

* **Bachelor Of Commerce – 2008**

 Gomal University, Dera Ismail Khan, Pakistan.

* **Intermediate In Commerce - 2004**

Commerce College, Dera Ismail Khan, Pakistan.

* **SECONDARY SCHOOL CERTIFICATE - 2002**

 Zam Public School, Tank, Pakistan.

**SKILLS & ACHIEVEMENTS**

* Orient Petroleum International Inc *(formerly Occidental of Pakistan, Inc).* shifted from AS-400 (System 36) to **“Oracle Financial 11*i”*** and I was one of the team member of “Oracle Installation and Implementation Team” for more than 2 years (installation period). In addition to my existing responsibilities at that time, I developed different models & reports to convert the Accounting Historical Data according to new chart of accounts.
* I have also hands-on experience to handle complex **Spreadsheets Financial Models** and have developing different budget reports including allocation summary report, short term & long-term projections as per Management requirements.
* Key team member in finalizing the accounting/financial details for purchase consideration pertaining to two operated concessions sold out to British Petroleum.

### WORKING EXPERIENCE

1. **Store Manager/ Camp Boss: September, 2014- till now**

Alfa Group for Real state and Constriction, Alain, UAE

* Keep the store data updated on weekly basis.
* Making BOQ for required material.
* Daily reporting to General Manager regarding Store materials.
* Maintaining Proper discipline in the camp.
* Making drill for firefighting exercise.
* Arranging the daily attendance of labors.
* Rearrange the store material at proper separate areas.
1. **SALES EXECUTIVE CUM ACCOUNT MANAGER - May 2013 to April 2014.**

### Global Gas, Islamabad, Pakistan.

**Job Duties & Responsibilities:**

* Prepare Trade receivables aging detail on monthly basis for proper follow up of collections from off-takers.
* Recording vouchers relating to sales invoices, collection of trade receivable, royalty and excise duty in General Ledger.
* Process concession wise Royalty & Excise Duty payment.
* Prepare details for Sales Tax, Royalty, Production & Sales volume and Excise Duty for internal use and for Government authorities each month.
* Prepare Wellhead Gas Sale Prices on biannually basis and submission thereof to Government for notification purpose.
* Royalty Processing Cost calculation and Inventory valuation.
* Reconciliation of Excise duty & General sales tax payable to GOP & receivable from off-takers.
* Preparation of details for internal use like sales, sales & production volume product wise, concession wise & period wise detail.
* Responsible to handle correspondence with the Government authorities, Joint ventures partners and oil refineries related to revenues & GOP ex-checker.
1. **ACCOUNTS OFFICER - June 2012 to April 2013.**

OPI Gas, Islamabad, Pakistan.

**Job Duties &Responsibilities:**

* Determine proper handling of financial transactions in light of company policies, within designated limits.
* Review vendor invoices for Accounts Payable Oracle System**(“Oracle Financial 11*i*”)** compliance, account coding, review of appropriateness of approval authorization before system approval.
* Calculation of Withholding Tax Rate & deduction thereof.
* Prepare vendor wise monthly accruals.
* Responsible to raise Debit/Credit Notes.
* Review Weekly/Monthly/Annual Vendor’s Withholding tax report.
* Preparation of Annual tax certificate for tax deducted at source from payments to vendors.
* Reconciliation & Balance confirmations of vendor’s statements.
* Weekly Accounts Payable related Head Office report.
* Prepare AP related GL reconciliation and adjustments thereof.
* Prepare various analysis/details pertaining to AP section as and when required.
* Perform AP Supervisor function in his absence.
1. **AUDIT COORDINATOR - Oct 2009 to May 2011**

 Bow Energy Recourses (Pakistan) SRL

**Job Duties &Responsibilities:**

* **“Time Allocation of Direct & Indirect Cost”** – Review of monthly time sheets of Time Writing Managers for appropriate allocation to different JV’s projects and its setup in Oracle system.
* Maintenance of Individual ***Employee’s Receivable Accounts*** and its clearance upon receipt of expense reports according to company Policy and Procedure.
* Prepare working & analysis for Joint Venture Cost Statements to be sent to Joint Venture Partners on monthly basis.
* Prepare analysis of Operating cost on monthly basis to monitor proper recording of expenditure.
* Prepare detail/reconciliation for Vendor Advances, Material & Accounts Payable Liability.
* Raise Debit/Credit Notes to related parties & group companies.
* Provide support to Team Leader to keep proper record of Head Office Books.
* Extensively involved in monthly & yearly closing of **GAAP (General Acceptable Accounting Principle)** books.
* Being a Finance team member provide support to department to meet the deadlines of special jobs assigned by top management.
* Co-ordination with system coordinator for system generated reports/vouchers and responsible to maintain them for onward use.
* Liaison with external auditors.
* Responsible to handle correspondence with the Government authorities, Joint ventures partners and oil refineries related to revenues & GOP ex-checker.
1. **ACCOUNT OFFICER - Oct 2008 to oct 2009**

#####  Civil Aviation Authority, ISLAMABAD Airport

**Job Duties &Responsibilities:**

* Prepare Bank reconciliation statement every month
* Posting to General Ledger and sub ledger
* Reconcile sub ledger balances with General Ledger
* Prepare bank payment Vouchers, receipt vouchers, journal vouchers.
* Get vouchers signed and forward to cashier.
* Prepare payroll & make remittances including salary forwarding

**COURSES**

Advance MS Excel Program STEST– Rawalpindi

Microsoft Office Program STEST – Rawalpindi

Six Months Computer Diploma STITC- Rawalpindi

**PERSONAL DETAILS**

**Date of Birth:** Nov 15, 1984

**Languages:** English, Urdu, Punjabi, Saraiki, Pashto.

**Hobbies:** Reading Books