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Date of birth 03rd January 1989

Career objective

To get a challenging career by occupying a suitable position, utilizing my technical skills and experience to contribute towards the progress of organization and at the same time have the prospects for professional growth and development of my career.

Education

**2011 – 2013 Master of Business Administration (MBA) -** City University of science and Information technology Pakistan.

**2007 – 2011 Bachelor of Business Administration (BBA Hons) -** City University of science and Information technology Pakistan

SKILLS

* Financial statement analysis
* Financial ratios
* Routine accounting task
* Reporting Financial information
* Bookkeeping
* Numerical skills
* Quick learner, with a positive attitude and attention for detail
* Organized and well-structured at work
* Peach tree, quick book, Tally, MS Word, MS Excel, knowledge of computer.
* Team player & fast learner

Experience

**From**: **November 2011 to December 2014**

**Distribution.com Pakistan (Pvt) LTD.**

Assistant Accountant/Admin officer

* Manage Daily cash balance.
* Daily recording of sale and purchase invoice.
* Maintained data entries and General Journal and sale and purchase and Data entries.
* Maintained General ledger.
* Maintain trial balances.
* Assist in preparing of financial statement.
* Managing and supervising all Finance and admin activities
* Maintained Customers, Vendors, Sale orders, Purchase orders, account and services vouchers based on Excel sheet.
* Analyzed & reviewed Budget, Revenues, Expenses, Invoices, Account Payable and Account Receivable.