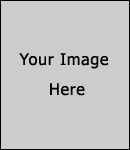
**First Name of Application CV No 1622700**

Whatsapp Mobile: +971504753686



To get contact details of this candidate Purchase our CV Database Access on this link.

<http://www.gulfjobseeker.com/employer/services/buycvdatabase.php>



**CAREER OBJECTIVE:**

Excellent accounting skills, with experience in Microsoft Excel, dealt with customers and high level workloads within strict deadlines. Now looking to start a new challenging position to meet my competencies, capabilities, skills, education and experience

**PERSONAL PROFILE**

**Self-motivated, professional goals oriented with 05 years’ experience in accounts, finance and sales. Well organized responsible, mature in attitude and outlook, honest, punctual and enthusiastic team player with marvelous qualities of self-motivation and motivating others to achieve targets. I have excellent interpersonal skills with the ability to communicate to a wider audience. Wish to consume all my knowledge and energies in the benefit of yours organization. I will prove to be one of the most trustworthy, honest, loyal and industrious employee and aiming at the long term success of organization.**

**PROFESSIONAL WORK EXPERIENCE:**

**Organization:** **Hamdard welfare Pakistan**

**Tenure:**  **March2011 – To Jan 2016**

**Designations:** **Chief Accountant**

**Responsibilities:**

* Expertise in MICROSOFT EXCEL,Quick bookfor the all the modules such as **Accounts Payable, Accounts**
* Receivable, Cash Management, General Ledger
* Experienced in preparing monthly financials Statement like, Inflow and out flow statement.
* Expertise in monthly job analysis
* Expertise in preparing of weekly Bank, Cash positions and Cash Budget statement
* Expertise in managing the Fund Management
* Strong in interaction with Auditors for Finalization of Accounts
* Experienced in preparation of monthly Bank Reconciliation statement
* Experienced in controlling Debtors & Creditors and preparation of debtors & Creditors list and reporting to Management
* Well versed in preparation of department wise Monthly Collection Report.
* Expertise in reconciliation of receivable & payables with their respective statements
* Expertise in Preparation of monthly schedules
* Diplomatic and Excellent in Public Relation and Office Administration
* Preparing of salaries
* Experienced as a project Manager
* Control all the activities in the organization

**ACADEMIC EDUCATION:**

**EXAMINING BODY: YEAR**

* Master of Business Administration Northern University,Islamabad 2012

**COMMUNICATION AND INTERPERSONAL SKILLS:**

* Outstanding command over verbal and non-verbal communicative & interpersonal skills

.

* Strong organizational, managerial, problem solving, interpersonal and negotiation skills.
* Confidently able to work independently or in a team to deal effectively with educators & employees.
* Flair to organize & prioritize tasks to meet deadlines.
* Ability to manage multiple projects with minimal supervision.
* Have a good level command over English and Urdu Languages.

**CERTIFICATION/ ADDITIONAL SKILLS:**

* **MS Office** (All versions, esp. MS Word, MS Power Point and MS Excel)
* **MS Excel** (MS Formulae, Reports Automation, Macros, Presentations w.r.t. Analysis)

**TRAININGS & WORKSHOPS:**

**CREATING MOMENTS OF MAGIC – CMOM Year – 2013**

* Successfully meeting the requirements of Service Excellence Training by Pakistan relief Int.Disaster Education Academy ,Islamabad,pakistan

**INTERESTS AND HOBBIES:**

* Hobbies include anything to do in arts, music, poetry, reading historical books, philosophy and all religious books. Enjoy and actively participate in a wide variety of sports, political discussions, and creative activities.

**PERSONAL INFORMATION:**

**Date of Birth** : 01\_10\_1987

**Nationality** : Pakistani

**Religion**  : Islam