**First Name of Application CV No 1647936**

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**PROFESSIONAL SUMMARY & CAREER OBJECTIVE:-**

 Qualified BSBA area of specialization is “Finance” also having an additional specialization in “HRM” with throughout First Division in whole Academic Career. A quick learner, planning & interpersonal skills, responsible, hard working & works well in a group as well as capable of achieving the desired realistic objectives individually. Also willing to work on a challenging position in a dynamic & progressive organization for diversified experience, enhancement of professional skill & career growth & having attractive environment prospects of growth & learning.

**EMPLOYMENT EXPERIENCE:-**

***(1)Designation:*** *“Accounts & Admin Officer”*(From September 2012 till Date)

 **Organization:** Elite College of Management Science.

 ***Responsibilities:***

* Fulfilling the task of online Board/university Registration.
* Manage the filing, storage and security of documents.
* Prepare Monthly Standards Performance Reports.
* Ensure financial data is entered into the system.
* Maintain the leave management system.
* Coordination with Financial Auditors.
* Maintain financial record manually.
* Maintain financial files and records.
* Maintain Staff Management.
* Maintain Expenses Register.
* Event Management.
* Queries Handling.
* Public Relations.
* Cash Handling.

***(2)Designation:*** *“Internee”*(From April 2012 t0 May 2012)**Organization:** Askari Commercial Bank Limited(6 Weeks Internship Program)

**Responsibilities:**

 I have worked in the following departments mentioned below:

* Customer Services Officer Department.
* Accounts Opening Department.
* Remittance Department.
* Accounts Department.
* Clearing Department.

**ACADEMIC QUALIFICATIONS: -**

* **Additional Specialization Certification in Human Resource Management**

*Virtual University of Pakistan (2012-2013)*

* **Bachelor of Science in Business Administration (BSBA (Finance))**

*Virtual University of Pakistan (2008-2012)*

* **F.Sc (Pre-Engineering)**

*University Punjab College for Women. (2006-2008)*

* **Matriculation (Science)**

*ST. Mary’s Girls High School. (2005-2006)*

**CORE SKILLS:-**

* Complete Knowledge of Various Accounting Software like Peachtree & Tally 9
* Meeting administration to deadlines and crisis management where necessary.
* Microsoft Office: Word, Excel, PowerPoint, Outlook and Explorer.
* Clarity in communication, and easy personal inter-relations.
* Organization Skills and ability to manage the Deadlines.
* Task Handling in Private sector organizations.
* Confident in handling negotiations.
* Adaptability to problem-solving.
* Team Player & Motivation skills.
* Command on English.

**PERSONAL INTERESTS:-**

* Participate in robust discussions & negotiations.
* Book reading & surfing/browsing on internet.
* Playing Badminton & travelling.
* Learning the new things.
* To watch talk shows.

### Awards & Honours:-

* Certificate of Honor distinguished in “Regularity” in 2003, 2005 & 2006.
* Award of Excellence in Class in 2003.
* Certificate of Honor distinguished in “Monitoring” in 2006.
* President of Academic Society at School Level.
* Awards Certificate of Honor for participation in “Basket Ball” in 2005.
* Certificate of Merit in “Basket Ball” by “Punjab Junior Sport Association” in 2005.
* Class Representative at College Level.

### Personal Information:-

* D.O.B: January 28, 1989
* Marital Status: Married