**First Name of Application CV No 1660272**

Whatsapp Mobile: +971504753686



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**OBJECTIVE:**

To seeka challenging career responsibility as an internal auditor with a prestiguous organization where I can best utilize and enhance my knowledge & professional skills and contribute in the business growth and success of the organization.

**QUALIFICATION:**

* Associate Certified Chartered Accountant (ACCA) from ACCA, UK (Finalist)
* Certified Accounting Technician (CAT) from ACCA, UK (Completed)
* Intermedite, Computer Sciences from BISE Gujranwala (Completed)
* Secondary School Certificate (Science) from BISE Gujranwala (Completed)

**KEY AREAS ODF INTEREST:**

* Governance, Risk and Ethics
* Business Analysis
* Corporate Reporting
* Audit Assurance
* Cost Accounting
* Budgeting and Forecasting
* Financial Management
* Taxation (june 2014)

**PRACTICAL EXPERIENCE:**

**Golden Polytech(Pvt) Ltd GRW, Pakistan**

**Assistant Accountant (1 year and 6 months )**

**Responsibilities**

* Preparing Financial Statements
* Preparing Sales Invoices
* Data entry (ERP)
* Maintaining Cash Book & Ledgers
* Preparing Bank Reconciliation Statements

**PERSONALITY TRAITS:**

* Ability to work autonomously as well as team
* Excellent Analytical & methodical approach
* Good verbal & written communications
* Well disciplined & partcular in presence and punctulaity

**COMPUTER SKILLS:**

* Proficient with the use of accounting software
* Working knowledge of Microsoft office – MS Excel, MS Word & Power Point.

**PERSONAL DETAILS:**

* Date of Birth: 01/03/1988
* Marital Status: Single