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| Objectives |
|  I am seeking to work with a dynamic, commercially-focused, people oriented company that can harness my abilities and skills and provide opportunities for professional growth. |
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| Experience I have working experience of three years in industry; my work folio is described below along with the job responsibilities. |
| * Family Hospital (Private) Limited

Assistant Accountant from 1st May 2014 to 11th March 2016 |
| Job responsibilities |
| * Preparing vouchers.
* Preparing bank reconciliations.
* Check and implement internal controls of organization.
* Monthly management account preparation.
* To complete and maintain sales invoices and reports.
* Record accruals and prepayments.
* Preparing monthly salary sheets, weekly wages.
* Maintain petty cash.
* Daily bank receipts and payments posting.
* Year budget preparation.
* Daily bank visit
 |
| * Nazir Chaudhri & Co. Chartered Accountant
 |
| Trainee Student from 1st September 2013 to 31st April 2014. |
| Job responsibilities  |
| * Attain firm’s training programs
* Complete the tasks assigned by the job in charge in an effective and efficient manner
* Work as a member of audit team.
* Prepare detailed analytical review on draft accounts
* Communicate and share all client and engagement knowledge with engagement team.
 |
| * **Master Textile (Private) Limited.**

Quality observer from 7th August 2012 to 30th December 2012  |
| Professional Education |
| * Master of Commerce part-1 continue (2015)
 |
| Quaid-e-Azam College of Commerce, Lahore. Punjab University, Lahore. |
| * Bachelor of Commerce (2013)

Bahauddin Zakariya University, Multan. |
| Academic Education |
| * Diploma in Commerce (2011)
 |
| Punjab Board of Technical Education, Lahore.* Secondary School Certificate (2009)

Board of Intermediate and Secondary Education, Multan. |
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| Skills* IT (MS Office)
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| * Negotiation.
* Good writing.
* Task management.
* Communication.
* Questioning and listening.

**Personal Information** |
| Date of Birth : 4th March 1993Nationality : Pakistani Hobbies : Playing cricket and hockey, reading stories, cooking, ridding. |
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**First Name of Application CV No:** **1666170**

Whatsapp Mobile: +971504753686

