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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) |
| * Negotiation. * Good writing. * Task management. * Communication. * Questioning and listening.   **Personal Information** |
| Date of Birth : 4th March 1993  Nationality : Pakistani  Hobbies : Playing cricket and hockey, reading stories, cooking, ridding. |
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**First Name of Application CV No:** **1666170**

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