[Inam.283709@2freemail.com](mailto:Inam.283709@2freemail.com)

* Seeking a quality environment where my knowledge and experience can be shared and enriched. Looking for an opportunity where I can work to the betterment of the organization.

***Work Experience***

***QUICK REGISTRATION VEHICLE PASSING TASJEEL (RTA) (DUBAI) UAE***

**Assistant Accountant**

**Responsibilities:**

* Reconciling finance accounts.
* Maintaining spreadsheets.
* Credit controls
* Preparing statutory accounts.
* Cash allocation.
* Sales order processing.
* Managing daily post in and out.
* Handling and writing cheques.
* Receiving and processing all invoices, expense forms and requests for payment.
* Verifying calculations working with the Accounts system.
* Reconciliation of Direct Debit mandates.
* Managing petty cash transactions

**ONE YEAR EXPERENCE IN ORIENTAL INSURANCE COMPANY LLC BARDUBAI**

**Insurance UNDERWRITER agent**

**Make vehicle motor insurance.**

* **Thirty party insurance.**
* **Comprehensive insurance,**
* **Full comprehensive insurance.**

**Profile at a glance:**

**Over 3 years'** experience, one year out of it served in government department assisting Auditor and Director Finance and Rest of two years’ experience in HEDA holding different responsibilities in accounts section.

**Management trainee in (NIBP).**  Civil secretariat Peshawar (Pakistan)

**Responsibilities:**

* Having 1 year experience as a Internee(NIBP) as a coordinator section of P&D Department civil secretariat Peshawar
* Work on **General Ledger, Sub Ledger** and **prepare journal entries** and financial reporting.
* Prepare **sales report** and classify as Cash sales and credit Card Sales
* Responsible for maintaining petty cash, bank and journal vouchers, their corresponding postings
* Follow required and bank facilities, prepare credit notes, ensure outstanding receivables are monitored
* Assist to Prepare the year-end financial statement and notes to the accounts
* Responsible for assisting **Payable Account** of suppliers
* Plane procedures and manage the year end stock to ensure cost of goods sold & purchases
* Provide support for monthly employees Payroll.
* View Rental report and settle **purchase and sale return**
* Prepare and document trade debtors and trade creditors reports
* Actively participate in Fixed asset Physical Count to update changes in general leger
* Assist Chief accountant in preparing Cash receipt and payment voucher

**Human empowerment and development agency (HEDA)**

* 2 year experience as a human empowerment and development agency (HEDA) 04 Feb 2013 to 31 Dec 2014

***Other* Skills:**

6 Months Diploma of peach three (from Optec institute Peshawar)

* Work Shops:
* Trainings:

***Educational Qualification:***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| * Degree/Certificate | * Board/university | * Session | * Marks | * %age |
| M.B.A(Finance) | Institute of management Sciences Peshawar PK | 2012 | 3.2 GPA | 75% |
| B.B.A (finance) | University of Qurtaba Peshawar PK | 2010 | * 3.3 GPA | 74% |

**Visa professional**. archive clerk, or documentation controller.

***PERSONAL & PROFESSIONAL STRENGTH***

* Highly motivated, dedicated Loyal, honest & trustworthy to any job entrusted to me confidential.
* Sincere, frank & open to any professional advice or guidance and professional at all times
* Good in time management & prioritizing multiple tasks with complete logic
* Active participant and self – confident
* Inter-personal coordination & work delegation.
* A strong ability to work as a good Team Player and build a pleasant and efficient work environment.
* Working successfully in a multicultural environment and having strong ability to liaise effectively with all levels of
* ***Computer skills***

|  |  |  |
| --- | --- | --- |
| * APPLICATION | * Skill Level | * Practical Experience |
| * MS Excel | * Good | * Yes |
| * MS Word | * Expert | * Yes |
| * Internet browsing | * Excellent | * Yes. |

***Personal Profile***

|  |  |  |
| --- | --- | --- |
| Nationality | : | Pakistan |
| Date of Birth | : | 11-Nov-1984 |
| Marital status | : | Married |
| **Languages** | **:** | **English, Arabic , Urdu & Pashto** |

***HOBBY***

* Reading News Paper
* Watching Television
* Use computer , Internet
* Playing Cricket