**ZAFFAR**

**Career Objectives**

To pursue a career in a group who foster my passion for growth, motivation to achieve excellence, inspiration towards greater success, quest to innovation & continuous improvement and immense learning and I believe my professional expertise would be an excellent fit needed to work & explore these horizons.

**Professional Experience**

***UAE working EXPERIENCE*** *with Najmat Ras al khor technical works as a general accountant from December 20th 2014 to till April 2016.*

***Responsibilities***

* Prepares payments by verifying documentation, and requesting disbursements.
* Answers accounting procedure questions by researching and interpreting accounting policy and regulations.
* Prepares special financial reports by collecting, analyzing, and summarizing account information and trends.
* Maintains customer confidence and protects operations by keeping financial information confidential.
* Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
* Accomplishes the result by performing the duty.

• Analyze financial records and reports and make adjustments as needed.

Prepare and enter journal entries which include correcting entries, allocating expenditures, grant related entries, etc.

• Allocate construction in progress salaries.

. • Perform related work as required.

**Previous**

**United Bank Limited-** *North Nazimabad, Haydri Branch, Karachi, Pakistan.*

*One of the largest commercial banks in* [*Pakistan*](http://en.wikipedia.org/wiki/Pakistan) *having more than 1,320 online branches inside the country*.

**Assistant Accountant:**

*Reporting to: General Accountant (started from September 1st 2013 till 31st July 2014)*

|  |
| --- |
| * Documents financial transactions by entering account information. * Recommends financial actions by analyzing accounting options. * Summarizes current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports. * Substantiates financial transactions by auditing documents. * Maintains accounting controls by preparing and recommending policies and procedures. * Guides accounting clerical staff by coordinating activities and answering questions. * Reconciles financial discrepancies by collecting and analyzing account information. * Secures financial information by completing data base backups. * Maintains financial security by following internal controls.   **C ashier:**  *Reporting to: Manager ( started from October 1st 2012 till 31st August 2013)*   * Maintained a friendly and cordial relationship with the customers by greeting them and assisting them with all relevant issues. * Provided customers with outstanding service and assisted them in solving their queries and doubts. * Respond to customers’ complaints and resolve their issues. * Identify customers, validate and cash checks. * Accept cash and checks for deposit and check accuracy of deposit slip. * Process cash withdrawals. * Perform services for customers such as ordering bank cards and checks. * Receive and verify loan payments, mortgage payments and utility bill payments. * Initiate and open new accounts. |

**Professional Qualifications**

* **MBA (Human Resources Management )**

Karachi, Pakistan **(June, 2014)**

* **BBA (Marketing and Finance)**

Karachi, Pakistan **(June, 2012)**

**Academic Background**

* **Intermediate (Commerce, Accounting)**

Lahore, Pakistan **(August, 2008)**

* **Matriculation**

Bahawalpur , Pakistan **(2004-2006)**

**Technical Skills**

* Tel Net Oracle based Software
* Case Ware Working papers
* Peach Tree
* Experienced knowledge in MS Office Word, Excel and Power point

**Core Areas**

* Time Management and Supervisory skills.
* Personality and Behavior grooming.
* Training session on Conflict management.
* Training session on Interpersonal communication Skills.
* Financial Analysis
* Group Consolidation

**Other Information**

* *Religion ISLAM*
* *Date of Birth : 01/01/1991*
* *Nationality : Pakistani*
* *Marital Status : Single*
* *Languages known : English, Urdu Punjabi and Hindi*
* *Gender : Male*

**Job Seeker First Name / CV No: 1716288**

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