**Arif**

Arif.298133@2freemail.com

**Career Objective:**

* To pursue a challenging and growth oriented career in an organization that offers opportunities to learn and grown by delivering the results.
* 5 years Accountant experience with in depth knowledge of accounting tools, procedures and transactions. Seeking to work in a challenging environment and grow with the company to achieve goal and get additional knowledge.

**Career Summary:**

* A detail oriented with excellent knowledge of accounts possesses rich experience of 5 years of experience in financial planning, analysis and accounting principles.
* Admirable capacity to improve and maximize overall business and finance function integration through effective communication process.
* Experienced in keeping the record of daily financial transactions and analyzing the aspects of organization.
* Innovator with creative skills and experiences to improve overall business processes.

**Personality Traits:**

* Excellent communication skills interpersonal skills
* Good Analytical skills
* Ability to work in team as well as individually
* Positive thinking and hardworking
* Possess leadership qualities
* Trustworthy
* Smart working ability

**Technical Skills:**

* Well versed with MS office (MS – Word, MS – Power Point, MS – Excel)
* Good command in Management information system software.

**Academic Qualification:**

* MBA in Finance from Gomal University with 78% in year 2008
* BBA in Finance from Gomal University with 74% in year 2006
* F.Sc in Pre Eng: from Bannu Board with 56% in year 2004
* SSC in Science from Bannu Board with 78% in year 2001

**Work Experience:**

**Company Name :**  Echo Track Co.

**Designation :**  Accountant

**Tenure :** May, 2009 to Sep, 2014

**Location :** Office # 6, plot # 8-D Commercial Area, I-8/4 Islamabad.

**Job Duties and Responsibilities:**

* Prepare of Monthly financial reports, MIS like Daily collection report, Monthly Petty cash expenditure details, Overall Due status, Refunds statement, Tower Agreement records daily,
* Maintaining books of accounts, Bank Reconciliation Statement, Debtor, Creditor Reconciliation statement. Deduction, deposit and preparation return
* Preparation of staff attendance, maintaining leave records for the employees.
* Preparation of all types of vouchers
* Preparation of Journal voucher
* Preparation of payroll for all the employees
* Handle monthly journal entries, accounts and various ledgers
* Managed monthly sales and marketing expenses
* Preparation of Balance Sheet
* Preparation of final Accounts
* Preparation of maintenance of various registers like Purchase Register, Sales Register, Journal Register, Debit Note Register, Credit Note Register, Stock Register, Post Date Cheque (PDC) Register, Receipt Register (RR), and Demand collection balance (DCB) Registers etc.
* Computerization of Accounts of almost all types of business organization.

**Presently Working:**

**Company Name :**  Master security

**Designation :**  Security Officer

**Tenure :** Sep, 2015 up to date

**Location :** Al-Nahda Building # 534, Sharjah

**Job Duties and Responsibilities:**

**Jw MarriottHotel** near Al-Muraqqabat Police Station, Diera Dubai

* Routinely checked on hotel ground on foot.
* Prepare reports of any security incidents.
* Ensured that fire exit was kept clear.
* Identifies potential security issues.
* Monitored security cameras.
* Ensured that all the security and safety procedures were fully implemented.
* Conducted regular inspections to ensure compliance with fire codes.
* Provided accounts of security incidents to the local authorities.
* Performed periodic inspections of safety equipment.
* Developed, updated and implemented security procedure.

**Hobbies:**

* Internet surfing
* Listening music
* Reading books
* Cricket

**Language Known:**

* English
* Urdu
* Punjabi

**Personal Profile:**

Date of Birth **:** 12th April, 1984

Nationality **:** Pakistani

Sex **:** Male

Marital Status **:** Married

Visa Status **:** On Employment Visa