**ANWAR**

**GRADUATE IN COMMERCE, ACCA FINALIST.**

[**ANWAR.325257@2freemail.com**](mailto:ANWAR.325257@2freemail.com)

**INTRODUCTION**

I am highly motivated individual, with complete dedication and commitment to my work and looking forward for a career in a growing organization with interactive and challenging tasks to perform, where I can contribute to the organization and prove to be an asset to the organization.

**EDUCATION**

Associate Certified Chartered Accountant-Finalist (ACCA-UK) (Certificate of Achievement in MAC)

Chartered Accountant-Foundation (ICAP Pakistan)

Bachelor of Commerce (Allama Iqbal Open University, Islamabad)

Intermediate (FBISE, Islamabad)

Matriculation (FBISE, Islamabad)

**WORK EXPERIENCE (08 YEARS)**

Accountant 3.5 Years POF Welfare Trust Location: Pakistan

Inventory Control Supervisor 01 Year Unilever, UK Location: England

Financial Analyst 01 Year SNL Financial, USA Location: Pakistan

Teacher, Accounts & Finance 2.5 Years Finance College Location: Pakistan

**POFs Welfare Trust Feb 2013 to Sep 2016**

**Job Title: Accountant**

**Location: POF Wah Cantt.**

**Main responsibilities include:**

* Month end closing of accounts and preparation of financial statements.
* Responsible for Bookkeeping, Financial and Management reporting.
* Liaison with auditors and timely completion of financial audits.
* Processing of monthly payroll.
* Perform accounts activities, as accounts receivable, accounts payable, petty cash, and bank reconciliation statement etc.
* Performance of other day to day activities to enable uninterrupted operations.

**Unilever, UK Nov 2011 to December 2012**

**Job Title: Inventory Control Supervisor**

**Location: Slough, United Kingdom.**

**Main responsibilities include:**

* Maintenance of record for production units cost of production and material usage.
* Provide accurate, current inventory data for production decisions.
* Maintain inventories at optimum levels to prevent under-or-over production of inventory.
* Supervises and coordinates the taking of periodic physical inventories.
* Prepares reports of inventory balance, shortages, as required.
* Supervises and coordinates disbursement and delivery of supplies.
* Analyzed inventory cost per month in order to minimize cost and maximize profit.

**SNL Financial, USA Sep 2009 to July 2010**

**Job Title: Financial Analyst**

**Location: Islamabad, Pakistan**

**Main responsibilities include:**

* Analyzed, examined, and interpreted account records, compiled financial information, and reconciled reports and financial data as per US GAAP.
* Performed process analysis, and communicated recommendations to management.
* Process Journal entries and performs accounting corrections to ensure accurate records.
* Standardization of financial statements.
* Timely, accurate and comprehensive collection of corporate, financial, market and descriptive information on the companies covered by bank & thrift Accounting department.
* Provision of relative information on the basis of analysis to the management.

**COMPUTER AND OTHER SKILLS**

* Well-versed in the latest versions of Microsoft Office especially:
* Microsoft Word
* Microsoft Excel
* Microsoft Power Point
* User-end experience with Oracle based accounting systems and other ERPs.
* HP E-learning certificates for Profit and Loss, Cash Flows, Effective Leadership, Inventory Management, IT for Business Success, Setting Prices, Sales Forecasting, Energy Efficiency and Business Email.
* Ability to manage multiple tasks simultaneously and maintain confidentiality.
* Good ability to solve problems efficiently, and self-motivated, never give up attitude.
* Excellent communication and writing skills.

**TRAININGS ATTENDED**

* First Aid Training Certificate from AAB training institute United Kingdom.
* Certificate of Achievement in Food Health and safety orientation in quality control in Macdonald UK.
* Certificate of test in English for international students.

**REFERENCES**

* Will be furnished on demand.