

Contact HR Consultant for CV No: 331067

E-mail: response@gulfjobseekers.com

Website: <http://www.gulfjobseeker.com/employer/cvdatabasepaid.php>

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**CAREER OBJECTIVE:**

To invigorate the inside skills and abilities in order to meet the challenging & competitive environment for the career oriented organizations.

**QUALIFICATION**

**CAREER PROFILE/SKILLS:**

* Problem solving skills and ability to work well under pressure.
* Self motivation and ability to take initiatives.
* Work with team as a team leader.

**PROFESSIONAL WORK EXPERIENCE:**

**Organization:** **Brac Pakistan**

(A world largest nongovernmental Organization)

**Tenure:**  Sep 2015 – Dec 2016

**Designations:** Branch Manager

**Responsibilities:**

* Annual planning, ensure monthly target completion & performance.
* Ensure the preparation of Accounts Books, record keeping properly.
* Bank reconciliation, expenses and profitability Analysis.
* Daily, weekly & monthly reporting and Area Survey, Program Implementation.
* Reportable for overall operations and Branch Performance

**Achievements:**

* Maintained high Level of performance in career as Branch Manager/BRAC
* 2nd position in management competency training

**Organization:** **Starco Fans**

(Fans Manufacturing Firm)

**Tenure:**  Sep 2013 – Sep 2015

**Designations:** Assistant Accounts Officer

**Responsibilities:**

* Working with spreadsheets, [sales and purchase ledgers](https://www.totaljobs.com/careers-advice/job-profile/finance-jobs/purchase-ledger-clerk-job-description) and journals.
* Preparing statutory accounts.
* Calculating and checking to make sure payments, amounts and records are correct.
* Sorting out incoming and outgoing daily post and answering any queries.
* Managing petty cash transactions and controlling credit and chasing debt.
* Reconciling finance accounts and direct debits

**ACADEMIC EDUCATION:**

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| **DEGREE** | **EXAMINING BODY:** | **YEAR** |
| Masters of Business Administration | University of Gujrat | 2015 |
| B. Com | Punjab University  | 2011 |

**ADDITIONAL SKILLS:**

* **MS Office** (All versions, esp. MS Word, MS Power Point and MS Excel)
* **MS Excel** (Basic MS Formulae, Reports Automation)

**TRAININGS & WORKSHOPS:**

 **One year Internship program – VREDP (GOP) 2012 - 2013**

* Successfully meeting the requirements of Budgeting, Cash book and reconcile duties under the supervision of MR Sheeraz Anwer Cheema.

 **Sex week Internship program** – **ZTBL Bank Year - 2013**

* Debit and credit entries in ledger, making demand drafts and opening of different accounts.

**PERSONAL INFORMATION:**

**Date of Birth** : 10-03-1990

**Religion**  : Islam

**Material Status** : Married

**Nationality** : Pakistani