**Akhtar**

**To seek a responsible and challenging career and to excel in a competitive environment.**

**Objectives**

**Work Experience**

[**Akhtar.331110@2freemail.com**](mailto:Akhtar###.331110@2freemail.com)

**Accounts& Finance Professional**

**2013 |**  MBA(Finance), International Islamic University, Islamabad.

**2011 |**  BBA-Hons(HRM) Islamia University of Bahawalpur, Bahawalpur.

**2006 |**  FSC(Pre-Medical), Federal Government College, Bahawalpur.

**2004 |** Matric(Science) FFMS Bahawalpur

**Education**

**November 2014 to November 2016 | Accounts Assistant KAK Consultants, Islamabad Pakistan**

* Assisted senior accountant in accounts finalization, monthly book closing procedures and in preparing financial statements such as balance sheet and profit & loss statement.
* Petty cash management and replenishment
* Maintain accounts receivables and payables ledgers, checking, verifying and posting invoices.
* Prepare monthly/weekly and other periodical financial reports.
* Bank reconciliation and reconciliation of creditors and debtors.
* Reconcile sub ledger balances with General Ledger
* Prepare bank payment Vouchers, receipt vouchers, journal vouchers.
* Verifying the documents previously completed by Accountant.
* Maintain monthly payroll.

**March 2014 Sep 2014| Accounts Assistant for National Rural Support Program, Sargodha**

* Petty Cash Maintenance
* Preparation of journal vouchers and payment vouchers.
* Preparation of bank reconciliation statement.
* Administration related work.
* Maintenance of accounts of Credit and Operation of District.
* Extracting Reports from MIS and FIS.

**March2013 to May 2013 | Internee at Human Resource Solutions, Islamabad**

* Recording daily expenses,
* Bank reconciliation

**June2011to Aug2011 | Internee at Habib Bank Ltd. , Bahawalpur**

* Account opening
* Customer Service

**Skills**

**Languages:**

* Urdu
* English.

**Software:**

* Microsoft Office
* Internet Application
* Oracle Fusion Middleware
* Tally
* QuickBooks

**Skills :**

* Interpersonal Skills
* Team Work
* Target Oriented attitude
* Time Management
* Active listening
* Complex problem solving
* Coordination
* Judgment and decision making

**Reference**

Will be furnished upon request.