**COVER LETTER**

Dear Sir/Madam,

I have degree of Bachelor of Commerce (B.com). I did work in well reputed organization in Pakistan with equivalent six years of relevant work experience in the field of accounts & finance, in different sectors like **travel & tourism, construction and Real**

**Estate.**

I am well versed in IT, use of Accounting Software i.e. Peachtree, Quick Books, and Tally, Asia Soft, G boss, Catalyst. I have ability to use any accounting software with little instruction other than these are mention,

Currently I am on Visit Visa in U.A.E and searching for a challenging opportunity and I am willing to relocate somewhere paramount for my better professional career.

Furthermore, I am multi-task oriented, enjoy a challenge, and continually stay abreast of the latest advancements in the industry. If you are seeking a professional that has excellent people and problem solving skills and can provide optimum support to your esteemed setup, then please consider what I have to offer.

Highlights of my professional experience & achievements include:

1. Logistics (Importing goods and handling thereof through forwarding agent)
2. Accounts payable, Accounts Receivable, Budgeting and Finalization of Accounts. o Experienced in preparation of Financial Statements.

o Strong grip on above-mentioned accounting software. o Very active in Extra-curricular activities.

Looking forward for a positive and gracious perusal to the application.

**Muhammad**

[**Muhammad.333968@2freemail.com**](mailto:Muhammad.333968@2freemail.com)

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**CAREER OBJECTIVE:**

Seeking a position in the accounting/ finance field where excellent analytical and technical skills can be Utilized to achieve corporate objectives. To have an opportunity to work in a reputed organization and to grow and eventually take greater Responsibilities to face the challenges for a Successful career.

**CAREER PROFILE/SKILLS:**

An adaptable and responsible graduate seeking a mid-level position in public relations which will utilize the organizational and communication skills developed through my involvement with Kent Rag and promotional work during vacations.

During my degree I successfully combined my studies with work and other commitments showing myself to be self-motivated, organized and capable of working under pressure. I have a clear, logical mind with a practical approach to problem solving and a drive to see things through to completion. I enjoy working on my own initiative or in a team. In short, I am reliable, trustworthy, hardworking and eager to learn and have a genuine interest in PR.

**PROFESSIONAL WORK EXPERIENCE:**

**Organization:**

**AMNA INTERNATIONAL (PVT) LTD** 



**Tenure:**

(Travel & Tourism company like **Al Hadaf Tourism LLC**)

March2013 – Nov2016

**Designations:**

**Accountant**

**Responsibilities:** Worked as Accountant Since March, 2013 responsibilities are mainly.

* Prepare monthly bank reconciliation. Prepare balance sheet profit and loss statement.
* Verification of Advances to employees and their adjustment.
* Preparation of invoices, vouchers, and manual accounts & bank guarantee documents.
* Complete account reconciliation and process adjustment.
* Analysis ledgers and accounts to allow the reconciliation of financial data.
* Creates reports from statistical and financial information.
* Filling on monthly sale tax returns and withholding statements.
* Inspect of accounts book and accounting system keep update.
* Prepare budget, expense, invoices, purchase orders and payroll entries.
* Deals with BSP
* Checking EMD, ACM, ADM, Refund and others in BSP.
* Preparation of cash Flow on monthly basis.
* To act as internal audit by making surprise checks to financial work of staff, random count of vouchers.
* Preparation of reconciliation of all suppliers & customers on monthly basis.
* Receivable management. Preparation of aging account payable management.
* Ensure that statements and records comply with laws and regulations.

**Achievements:**

* Responded to over 85 customer calls daily and solved 90% of their concerns.
* Served customers in a positive way, receiving two customer service awards in the past year.
* Assisted credit manager in account collection by phone and mail, increasing accounts receivables by 20%.
* Re-organized something to make it work better.
* Identified a problem and solved it.
* Come up with a new idea that improved things.
* Developed or implemented new procedures or systems.



**Organization:**

**KARWAN E AMNA (PVT) LTD** 

(Travel & Tourism is a leading company in Pakistan)

**Tenure:** April2011 – Feb2013

**Designations:** **Assistant Accountant then promote to Accountant**

1. Manage different accounting operations including billing.
2. Posting of bank payment vouchers (BP) cash payment vouchers (CP). o Maintaining Ledgers of accounts.

o Reconciliation of bank statements. Preparation ledgers of accounts payable

and accounts Receivables.

o Maintain general filling system o Record accrual and prepayments

o Preparation of documents against bank guarantee of different creditors. o Recording of petty cash transactions and cash in hand.

o Prepare and publish timely monthly financial Statements.

o Develop and implement operational and financial controls to achieve business objectives o Record sales and respective receipts from customers on daily basis.

o Provide guidance and direction to internal team for improving operational and financial performance.

**Achievements:**

* Re-organized something to make it work better
* Identified a problem and solved it
* Come up with a new idea that improved things
* Developed or implemented new procedures or system



**Organization:**

**BUKHARI TRAVELS (PVT) LTD** 

**Tenure:**

(Travel & Tourism is a very famous company in Pakistan)

June2010 – Feb2011

**Designations:**

**Assistant Accountant**

**Responsibilities:**

* cheque and cash deposit in the bank
* maintain cash in hand and petty cash
* maintaining of filling and account
* payroll management
* Making bank payment and cash payment vouchers.
* Making bank receipts and cash receipts.

**Achievements:**

* Gained qualification and Knowledge



**Organization:** **NATIONAL BANK OF PAKISTAN**

(NBP is a leading bank of Pakistan)

**Tenure:** Jan2010 – April2010

**Designations:** **Internee**

**Responsibilities:**

* Making of pension of pensioners. Maintain cash counter.
* Entry of bounced cheques on register.
* Prepare manual ledger, issuing of payment order and demand draft.

**Achievements:**

* Gained qualification and Knowledge

**ACADEMIC EDUCATION:**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **DEGREE** |  |  | **EXAMINING BODY:** | |  | **YEAR** |  |
|  |  |  |  |  |  |  |  |  |
|  | Bachelor of Commerce | |  | University Of Punjab | |  | 2011 |  |

**CERTIFICATION/ ADDITIONAL SKILLS:**

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**MS Office**

**MS Excel**

(All versions, esp. MS Word, MS Power Point and MS Excel)

(MS Formulae, Reports Automation, Macros, Presentations w.r.t. Analysis)

**ACCOUNTING SOFTWARE”S**

Tally, Catalyst software, G boss software, Asia Software, Peach tree, Customized Accounting Software.

**TRAININGS & WORKSHOPS:**

**Johar Institute of information technology** **Year - 2005**

* Intermediate and advance levels of MS excel ,word and other

**PERSONAL INFORMATION:**

|  |  |  |
| --- | --- | --- |
|  |  |  |
| **Date of Birth** | : | 04-04-1984 |
| **Driving License** | : | None |
| **Religion** | : | Islam |