**NAEEM**

**NAEEM**.334763@2freemail.com

**CAREER OBJECTIVE**

Seeking an environment where I may get chance and encouragement to utilize my

Knowledge, experience and interpersonal skills by adding value to an organization that

Offers a high level of challenging and responsible role in accounting and finance

Management which should not only enrich my experience but should also provide scope

for career growth and professional development.

**STRENGTHS**

* A qualified Chartered Certified Accountant with working experience in a range of

Different Accounting software’s and ERP system.

* Strong problem solving & communication skills with team organization ability.
* A proactive and confident professional in accounts management with a methodical approach to work and the ability to prioritise tasks.

**QUALIFICATION**

**Professional Qualification**

* ACCA(Association of Chartered Certified Accountants UK)
* Advanced Diploma in Accounting & Business.

**Academic Qualification**

**Bachelor of commerce (B.COM) (IT)**

* CECOS University, Peshawar (Pakistan). 20101595/2000, CGPA 3.78/4, 1st Division

**WORK EXPERIENCE SUMMARY**

**Audit Supervisor: Debor Consultants** (from June 2014 to June 2015)

* Performing audit field work, working as a team member for internal/external audit assignments and report writing in accordance ISA,s. reporting senior managers about the audit work performed and significant issues arising therein.
* Preparing proposals for financial assignment.
* Preparing and analyzing budgets and variances.
* Evaluating and developing accounting and internal control systems.
* Preparing and filling income and sale tax returns as per FBR requirements along with making NTN’s for individuals and companies.
* Preparing memorandum, articles of association, appointment of Directors and auditors, AGM, EGM, and other formalities for registering a firm and a company

Prepare, examine and analyze Final Accounts and other financial reports.

**Accountant: Sitara Textile Industry LTD Faisalabad (Pakistan)**

 (From August 2015 to Nov 2016)

* Preparation of Income statement, Balance sheet and Cash flow.
* Preparation of monthly reports for financial & non-financial decision making.
* Examining all types of vouchers i.e. bank/cash payment vouchers, bank/cash

Receipt voucher etc.

* Maintain, examine and analyze all accounting records, transactions and other financial

information to assess accuracy and to minimize occurrence of variances.

* Manage day to day cashflow needs of the company and petty cash balance.
* Vendors reconciliation, viewing ageing reports and timely closing of monthly

account payables and receivables accounts and balances.

* Providing internal audit services to the organization on monthly basis.
* Calculating employees national insurance and tax for both employees and employers.
* Bank reconciliation on weekly and monthly basis and report if errors exist in it.

**COMPUTER &SOFTWARESKILLS**

* Diploma in accounting packages Peachtree and Quickbook.
* Working knowledge on Tally ERP 9.
* Strong Grip on Microsoft Word, advances Excel, Power point, and Adobe.

**PERSONAL DATA**

Date of Birth: 1/ 04/1988

Nationality: Pakistan

 Marital Status: Married

Languages: Excellent proficiency in English, Urdu, Punjabi

 Religion: Islam

 Visa Status: Visit visa

**References are available on request.**