

Contact HR Consultant for CV No: 334767

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Objective

Seeking a position in the capacity of OFFICE SUPPORT ASSISTANT / OFFICE ADMINISTRATOR ASSISTANST/ACCOUNTANT within in a general business environment, bringing the following experience, skills and attributes. Where acquired skills and education will be utilized toward continued growth and advancement.

Experience

**Ghazi & Company Chartered Accountants**

**Audit & Assistant Accountant (15 July 2007 – 14 December 2007)**

* Job Responsibilities:
* Various assignments of accounts, audit and taxation.
* Handling all confidential information in a professional manner.
* Managing and maintaining documents in an amage now software.
* Party wise summery of receivable and payable.
* Preparation and maintenance of vouchers / ledgers.
* Accurate booking of all accounting transaction in the computer software.

 **Punjab Rural Support Programme**

**Admin & Assistant Accountant (15 July 2009 – 30 August 2012)**

* Job Responsibilities:
* Handling all confidential information in a Professional manner. To assist in Documentation, Invoicing and summarizing the Insurance done.
* Manage and monitor the branch daily operations & activities.
* To be a leader for the branch admin staff and sales representatives of the respective designated branch and manage them efficiently.
* To provide advice and guidance to branches pertaining to standard operations.
* Responsible for the Budget management of the Branch.
* Preparing Financial Statements and reporting to the Branch Head.
* Provide financial information and reports as and when required by the management.
* **Employee Engagement:**
* Sending E-mails/E-cards to Employees on the various occasions like Birthdays, Marriage Anniversaries and other Special Events

**Unilever Pakistan Limited.**

**Accountant (5 October 2012 – 1 February 2014)**

* Job Responsibilities:
* Manage the resources.
* Documents controlling.
* Manage the petty cash reimbursement of the company.
* To maintain employees attendance and leave record.
* Having depth conversation with people over the phone & face to face.
* Book keeping services.
* Preparation of projects, feasibility reports and financial projects.
* Identification and rectification internal control weakness.
* Designing and implementation standard operating procedures.
* Complete ledgers of all accounts.
* Bank reconciliation statements.
* Support the process for annual audit and quarterly audit.
* Preparation and maintenance of vouchers / ledgers.
* Accurate booking of all accounting transaction in the computer software.

**U Microfinance Bank Ltd.**

**Relationship Officer (Feb 2014 - November 2015)**

* Job Responsibilities:
* Social Awareness Meetings with Low Income community.
* Dealing customers for financial support.
* Approve loan other banking instrument within lending authority.
* Contact relationship officer and clients on daily basis to monitor significant changes in deposit balance to uncover business loas or investment opportunity.

**Apna Microfinance Bank Ltd.**

**Micro Credit Officer (28 November 2015 - Till To Date)**

* Job Responsibilities:
* Responsible for managing existing and developing new business Monitor proper process implementation by conducting field visits to clients during business meetings.
* Supervise and coordinate the activities of the field operations at field officer level.
* Provide direction to the staff in the smooth running of the social and economic programs.
* Promote banking products and services by visiting customers.

Education:

* MBA Banking & Finance from Allama Iqbal Open University Islamabad. (2015)
* B.Com from Bahauddin Zakriya University Multan. (2007)
* HSS in Economics from BISE Multan. (2005)

Personal Skills, Capabilities and Attributes

* Excellent oral and written communication skills
* Good knowledge of office management systems and procedures
* Ability to multitask and meet changing deadlines
* Self-directed and able to complete projects with limited supervision
* Maintains staff confidentiality
* Maintaining office files and databases
* Handling inquiries and incoming work requests
* Schedules appointments and meetings for executives and upper level staff
* Creative, insightful and innovative.

Computer Skills

* Well versed in MS WORD and MS EXCEL
* Proficient in use of email and Internet

Languages

* English: Communicate clearly and concisely, both orally and in writing
* Urdu, Hindi and other local Languages.