**QAISAR**

**ACCOUNTS AND FINANCE PROFESSIONAL**



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|  NATIONALITY : PAKISTANI VISA VISA STATUS : VISIT  |
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| Email address |
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PERSONAL SUMMARY

To contribute positively towards the growth of a dynamic organization through value addition and result oriented performance utilizing the skills acquired in the process of development of my professional career.

ACADEMIC

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| * **ACCA (AFFILIATE) SKANS PAKISTAN 2016**
 | * Keyword
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| * **PGD (BUSINESS ADMINISTRATON) PUNJAB UNIVERCITY 2010**
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| * **BACHLOLR IN COMMERACE PUNJAB UNIVERCITY 2007**
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| * **HEIGHR SECONDARY BAISE LAHORE 2005**
* **MATRICULATION BAISE LAHORE 2002**
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**1) ASSISTAN ACCOUNT AND FINANCE**

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| * **OEM (Pvt.) Ltd ( March 2015 to December 2016)**

OEM (Pvt.) Ltd is an Original Equipment Manufacturing Company which deal in manufacturing **Auto parts** of all type of Motor Cycles and specialist in shocks and engine parts. They provide Auto Parts to most of Company in Country like DYL, CROWN LIFAN, PAK HERO, ROAD PRINCE etc.Accounts assistants provide [administrative support](https://www.totaljobs.com/careers-advice/job-profile/admin-jobs) , undertaking clerical tasks such as typing, filing, making phone calls, handling mail and basic bookkeeping. Working directly for an accounting and [finance manager](https://www.totaljobs.com/careers-advice/job-profile/finance-jobs/finance-controller-job-description)  to accounts assistants help to maintain the office and keep it running smoothly. As well as helping the manager, I also deal with customers and external agencies. Other duties and responsibilities of the job include:* 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.
* Controlling credit and chasing debt.
* Reconciling finance accounts and direct debits

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CAREER HISTORY

COMPETENCIES

**2) Audit Trainee**

* **Ilyas Saeed & Co.,** Chartered Accountants, a member firm of ***MGI International.* (March 2014 to February 2015)**

Working in the firm enabled me to develop understanding of the competitive and regulatory environments of diversified industries and the accounting and internal control systems implemented at various organisations.

 My key responsibilities in the assurance department included:

* Involved in the planning, execution and completion stages of audit.
* Engagement planning based on understanding of the entity and assessment of business related audit risks
* Coordination with the senior to define the extent of planned audit procedures and to update on progress of the engagement.
* Liaison with client's management and communication of relevant matters to persons at appropriate level of responsibility.
* Arranging regular taking stock meetings of the engagement team to obtain regular feedback on the progress of the engagement.
* Assisting clients in preparation of financial statements in accordance with the applicable financial reporting framework including compliance with International Financial Reporting Standards, local corporate laws and directives of regulatory authorities.

 The significant corporate clients that contributed to my professional growth include:

* Banking Sector : Zarai Tarakiati Bank
* Trading Concerns: Master Tile Pvt Ltd
* Financial Institutions: Dollar East Exchange Pvt Ltd
* Education: Help Care Society
* Charity: MEUFA
* Government Sector: Punjab Bail ul Maal

**QAISAR BILAL MALIK**

**ACCOUNTS AND FINANCE PROFESSIONAL**

ERP and Software

* **ORACLE (**With the following Modules.**)**

 **1) System Administration 4) General Ledger**

 **2) Cash Management 5) Account Payable**

 **3) Account Receivable 6) Purchase Order Management**

* **PEACHTREE**
* **QUICK BOOK**
* **TALLY ERP 9**
* **MYOB**
* **SAGE 50**

PRESENTATION AND OTHER SKILLS

* Designed and delivered more than twenty presentations in PGD course.
* Discussed different matters in **IELTS** practice and also with high profile personalities.
* Many assigned projects have been completed in PGD studies.
* Hands on experience of **Microsoft Office** including Microsoft Word, Microsoft Excel, Microsoft Power Point and worked on different customized accounting software packages.
* Working knowledge of Windows.