

Contact HR Consultant for CV No: 340281

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***PROFESSIONAL EXPERIENCE:-***

I have 10 years of diverse experience in field of Accountancy, Procurement and Logistic, Audit and Administration in a various large projects. Working with a number of reputable organizations and companies such as Tri star Engineering and Construction UAE, IRC (NGO), Continental Product Pvt Ltd, Fata Development Project (NGO), Barani Area Development Project and Riffaqat Babar and Co.

**SKILL:-**

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| **MS Office, Expert in ERP Soft ware like Peachtree, Tally, Quick Book** |

**ACADEMIC QAULIFICATION**

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| **Degree** | **Passing Year** | **Board / University** |
| M.com (Finance) | 2006 | University of Peshawar, Pakistan. |
| B.com Hon | 2005 | University of Peshawar, Pakistan. |
| B.com | 2004 | University of Peshawar, Pakistan. |

**General Accountant, Tri Star Engineering and Construction Musaffah, Abu Dhabi UAE**

* Prepares asset, liability, and capital account entries by compiling and analyzing account information.
* Calculate depreciation for fixed assets.
* Review and update the detailed schedule of fixed assets and [accumulated depreciation](http://www.accountingtools.com/questions-and-answers/what-is-accumulated-depreciation.html).
* Transfer of fixed asset in intra companies.
* Disposal of fixed asset, sale of fixed and calculating profit on sale of fixed asset.
* Verifying employee indemnity, Leave salary and accrual salary.
* Provision for employee indemnity, Leave salary and Ticket
* Documents financial transactions by entering account information.
* Summarizes current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports.
* Conduct internal audit for accuracy and remove errors
* Stock checking for inventory control on regular basis.
* Maintain all hire Equipment record, their payment & reconciliation.
* Reconciles financial discrepancies by collecting and analyzing account information.
* Secures financial information by completing data base backups.
* Maintains financial security by following internal controls.
* Prepares payments by verifying documentation, and requesting disbursements.
* Answers accounting procedure questions by researching and interpreting accounting policy and regulations.
* Prepares monthly bank reconciliation.
* Calculating prepaid expense ,insurance and rent
* Auditing all accounts for the audit purpose
* Prepares special financial reports by collecting, analyzing, and summarizing account information and trends.
* Maintains customer confidence and protects operations by keeping financial information confidential.

**Admin and Finance Officer**, **Center of Excellence for Rural Development Peshawar, Pakistan (Dec 2010 to July 2011)**

* Prepare daily voucher, Payment, Vendor, Logbook for staff vehicle, Timesheet for Staff employees, staff attendance, maintain vehicle and repair, paid petty expense, Inventory control.

**Accountant, Continental Product Pvt Ltd Peshawar, Industrial Area, Pakistan (Feb 2009 to July 2010)**

* Prepare Income statement and monthly closing and cost accounting reports.
* Compile and analyze financial information to prepare entries to accounts, such as general ledger accounts, and document business transactions.
* Establish, maintain, and coordinate the implementation of accounting and control procedures. Monitor and review accounting and related system reports for accuracy and completeness. Resolve accounting discrepancies.
* Prepare and review budget, ensure expenditure control, revenue, expense, payroll entries, and invoices. Analyze revenue and expenditure trends.
* Recommend, develop and maintain financial data bases, business management and manual filing records. Handle account receivables and payables.
* Supervise the input and handling of financial data and reports for the company's automated financial system. Coordination with audit team and tax E-filing

**Procurement & Logistic Officer, Fata Development Program Orakzai Agency Pakistan (Feb 2008 to October 2008)**

* Purchasing construction material and ensuring quality & time delivery to the sites. Making market survey on weekly basis and warehousing project items.
* Training the vendor about the organization procurement procedure. Maintain the stock register inward and outward, logistic documents, inventory control. Impress system for petty expenses and make payments to vendors.

**Accountant Barani area Development Project Orakzai Agency Pakistan** (**Jan 2007 to Feb 2008)**

* Preparing progress report on quarter basis for the project, disbursement of fund, petty expenses, inventory control, procurement of project and preparing bank reconciliation statement.

**Junior Auditor, Riffaqat Babar & Co Peshawar, Pakistan (Sep 2006 to Dec 2006)**

* Checks or supervises the checking of expenditure and revenue records to determine arithmetical accuracy, compliance with regulations, application of approved rates of payment and accuracy of classification.
* Checks and verifies positing of cash books, vote books, revenue registers,

Stores lodgers and other financial records to.

* Supervises subordinates audit staff and prepares work programs and Schedules.
* Receives, examines and reviews reports submitted by subordinates, deploys audit queries among junior audit staff members and monitors follow up action on such matters.
* Undertakes the more difficult and special assignment audits.
* Examines and verifies Pension and Leave Records.
* Visits out stations, make spot checks and conducts audit surveys.
* Prepares quarterly and annual summaries and internal audit reports for submission to accounting officer and comments with respect to the adherence to government's financial rules and regulations.
* Establishes and maintains progress cards of internal audit surveys, maintains registers of internal audit queries and prepares monthly statements of outstanding matters.
* Performs related work as may be required.

**COMMUNICATION SKILL:-**

* Excellent communication that can be demonstrated by preparation of numerous class
* Presentations and discussion forums with fellow students and academic staff.

**SPECIAL SKILL:-**

* Good Interpersonal skills.
* Good customer service.
* Great team worker, diligent and honest.
* Efficient in use of time and resources.
* Qualified and friendly worker.

**LANGUAGES:-**

* English
* Arabic
* Urdu
* Pashto

**FIELDS OF INTEREST:-**

* Planning and revising strategies.
* Reading informative books.
* Surfing Internet
* Travelling.
* cricket

**REFERENCES:-**

**Adequate reference will be furnished if desired.**