Aftab

Aftab.340328@2freemail.com

OBJECTIVE:

In my career I predict myself as a vibrant and motivated individual with a strong pursuit of distinction. I will strive hard to improve my performance with every passing day .I have faith in the team work and the corporation which is a key to the success in in this consistently changing world.

PROFILE:

* **ACCA Certified** from the Association of Chartered Certified Accountants, UK
* More than 3 years of increasing responsibility experience in accounting & finance
* Experience of maintaining financial statements up-to finalization
* ERP exposure of Tally, Peachtree, QuickBooks.
* Experienced in MS office (Excel, Word)
* Experienced in working under pressure and meeting deadlines and strong communication at all levels of management

Work History :

**General Trading Co, Lahore Pakistan**

Founded and established well over 60 years ago as “**GENERAL RUBBER TRADING COMPANY**” to deal in variety of items made of Rubber.

**Accounts and Payroll Officer- Aug-15 till Jan-17**

I worked in general trading company as a Accounts & payroll officer my key responsibilities includes,

* Prepare regular financial statement such as P/L, Balance sheet and cash flow statements.
* Manage reconciliations and collection of due account receivable on regular basis.
* Handling general ledger related operations including journal entry and payment receipt vouchers preparation.
* Control petty cash and office cash flows on monthly liquidation basis.
* Maintaining payroll information and software system.
* Maintaining all necessary payroll records both computerized and manual (e.g. names and addresses salary details etc.).
* Making of monthly payments, working out tax deductions from salaries according to the government rules.
* Processing increments and keeping records.
* To consult HR manager about the new employees wage rates.

**Qarshi Industries (Private) Ltd. Lahore, Pakistan**

**Finance Executive - Dec 2013 - Aug 2015**

One of the globally renowned FMCG Company and a leading manufacturer of food, Beverages &

Natural Herbal Medicines

* Managed financial accounting and reporting requirements of company division and reported directly to finance manager and Finance controller
* Prepared management reports including receivables aging, profitability and stock related reports
* Performed bank reconciliation and balance reconciliation with customers and vendors and preparing confirmation letters on quarterly basis, addressing discrepancies where necessary
* Performed cost control analysis while monitoring divisional direct & indirect expense and submit report to senior management on a periodic basis
* Finalized payroll, monitored respective divisions/sites and reconcile payroll data with accounts including commissions, accruals, advances and deductions
* Taken out month end stock takes and compiling valuation reports, identifying slow moving and high stock holding items and performing inventory reconciliation
* Prepared and monitored the utilization of budgeted activities for budgetary controls
* Reported on revenues of divisions and submitting variance and comparatives with monthly targets

EDUCATION:

* **ACCA Affiliate** (Association of Chartered Certified Accountants U.K)
* **ADVANCED DIPLOMA IN ACCOUNTING AND BUSINESS**
* **Certified Accounting** **Technician (CAT** )

PROFESSIONAL AFFILIATIONS:

* **ACCA** - Association of Chartered Certified Accountants - UK

Professional Skills:

* Computer Skills: QuickBooks, Tally, Oracle R12 and Advanced Excel
* Languages: Fluent in English
* Rich understanding of IAS, IFRS & ISA’s

Personal Skills:

* Fluent in Spoken and Verbal English
* Pro-active and ability to perform multi-tasks
* Reliable, punctual, competent, loyal and committed to work place ethics

PERSONAL INFORMATION:

Marital Status : Single

Nationality: Pakistani

Visa Status : UAE Visit Visa