

Contact HR Consultant for CV No: 340620

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**Technical Skills**

**Personal Background**

**Education**

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| **Motto** |

“It is possible to make a difference”.

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| **Personal Mission Statement** |

"My mission is to give, for giving is what I do best & I can learn to do better.

I will seek to learn, for learning is the basis for growth, & growing is the key to living…I will seek first to understand, for understanding is the key to finding value, & value is the basis for respect, decisions, & action….I want to help influence the future development of people & organizations. I want to teach myself & others to love & laugh, to learn & grow beyond their current bounds…I will build personal, business, and civic relationships by giving, in frequent little ways.”

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| **Education & Professional Excellency** |

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| **Sr.** | **Degree** | **Institution** | **Major Subjects** | **Passing Year** |
| 1 | ACCA Member | Tips CollegeFaisalabad | Audit**,**Taxtion, Financial management/Reporting | 2015 |
| 2 | Adv Diploma |  N/A | Accounting, Business management | 2015 |
| 3 | CAT (Uk) | Tips College Faisalabad | Audit**,**Taxtion, Financial management/Reporting | 2010 |
| 4 | FSc | Govt College University Faisalabad | Math, Physics & Chemistry | 2009 |
| 5 | Matric | Laboratory high School Faisalabad | Math, Physics & Chemistry | 2007 |

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| **Experience details** |

 Overall I encompassed experience of about 3.9 years in Accounts Department.

* Accounts Officer at Karss Paint Industries(pvt) Ltd. (July-2015 to Jan -2017)
* Accounts Officer at Amtex Ltd. (Jun-2013 to Feb 2015)
* Trainee at Sami & Co. (Aug-2012 to Mar 2013)

 Employment details

Organization: KARSS PAINT INDUSTRIES(PVT) LTD, FAISALABAD

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| Present post: |  Account Officer | Experience:  | 1.5 years |

Key Responsibilities

* Preparation of trial balance & Management Reports.
* Preparation of balance sheet, income statement, cash flow, statement of change in equity & expense reports
* Create additional analyses and reports as requested by management.
* Interpret the company's financial results to management and recommend improvement activities.
* Preparation of Banks/Parties reconciliation statement on daily basis & monthly basis.
* Making adjusting entries in accounts after post audit of the company.
* Preparation of Lc documents & coordinates with banks.
* Review Gernal ledger ,receipt and payments daily basis.
* Manage the preparation of the company's budget
* Perform finance analysis, reporting and management tasks.
* Ensure account receivables and payables activities are performed accurately and timely.
* Manage cash controls & ensure that book keeping up-to-date.
* Assess risks to raw materials, finished good activities & designed controls accordingly.
* Prepare each location monthly profit & loss report
* Prepare salaries at the end of each month
* Support month-end and year-end close process
* Provide on management technical support and advice

**Amtex Ltd**

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| Former post: |  Accounts Officer | Experience: | 1.8 years |

Key Responsibilities

* Maintain a documented system of accounting policies and procedures
* Manage the preparation of trial balance & Drafts accounts.
* Manage the preparation of balance sheets, income statements, cash flow, expense reports, etc.
* Making adjusting entires with consultation of my manager after post audit of the company.
* Financial and other record keeping of all accounts.
* Ensure account receivables and payables entries are posted accurately and timely.
* Preparation of Parties reconciliation statements on monthly basis.
* Manage the preparation of balance sheets, income statements, cash flow, expense reports, etc.
* Posting of Bank Vouchers at the time of payment of Shipping, Clearing and Yarn.
* Manage cash controls as well as maintain book keeping up-to-date

**Sami & Co**

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| Former post: |  Trainee | Experience: | 08 Months |

Key Responsibilities

* Preparation of financial statement & income statement of clients under the supervision of chartered accountant
* Initial planning of the job, assessment of control risk and designing the tests of controls for specific areas in consultation with the engagement manager/partner.
* Discussions with the clients regarding the various accounting or other issues/ matters identified during the assignment.
* Extensive application of the International Financial Reporting Standards (IFRS) and preparation of financial statements in compliance therewith
* Examine and ensure that all business activities and transactions are strictly in

accordance with the policies & procedures of the clients.

* Ascertain that there are adequate controls to ensure reliability of accounting and other
* Information as a basis for producing accounts and for financial, statistical and other returns.
* Identify and evaluate the audit risk areas of the entity and provide necessary input to the development of the internal audit plan.
* Extensive work in following modules of:
* Drafts Accounts.
* Account Payable.
* Cash Management (Bank Payments).
* Account Receivables.
* Internal audit & Risk Assessment .

Milestones Achieved

* Learned good managerial, communication and presentation skills.
* Had extensive grip on Accounting, Accounting Standards & Internal Control Systems,
* Reporting and Taxations Laws Compliance in Accounting etc

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| **Software Knowledge & Skills** |

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| **Sr.** | **Skills & Abilities**  | **Proficiency Level** | **Last Used / Practiced**  |
| 1 | Oracle & Visual FoxPro, Tally | Good | Currently Using |
| 2 | MS Office | Excellent  | Currently Using |
| 3 | Internet Usage | Excellent  | Currently Using |
| 4 | Peachtree accounting | Good  |  2013 |
| 5 | Sap | Average  | Currently learning |

**Skills & Knowledge Areas**

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| * Risk Management & Auditing
* Strategic Management Accounting
* Financial Accounting
* Management Accounting
* Administrative
* A good Team player
 | * Internal Control
* Decision Making
* Information Technology
* Communications skills
* Analytical, calculations & Mathematics
* Time management
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**Pleasures**

Reading | Discussions | Computer software learning | Cricket | Frisbee