Abdul

[Abdul.340871@2freemail.com](mailto:Abdul.340871@2freemail.com)

**Profile**

During my studies I want to work to boost my practical exposure to any well reputed organization. I am motivated organized and capable of working under pressure. I have clear logical mice approach to problem solving and a drive to see things through to completion. I enjoy working on my own initiative or in a team in short I am reliable trustworthy hardworking and eager to learn and have a genuine interest in accounts Department.

* Strong communication skills
* Multiple task oriented environment
* Proven ability to act as a team player

**Academic Qualification**

**Qualification** MBA (Finance & Accounting)

B.COM

I.COM

Matriculation (science)

**Diploma** Computer office automation (peach tree, ERP 9)

(MS Word, MS excel, power point, Internet browsing, Emails)

(Computer Hardware & computer software)

**Summary of job experience**

**Al karmel Car Services Industrial Area Musaffah (2) Abu Dhabi(UAE).**

Workingas an Accountant**in Al Karmel car services since**December,2015and till now.

**Responsibilities**

* Independently handle complete account system.
* Manage accounts receivable & accounts payable.
* Prepared account bank reconciliation & maintain balance sheet schedules.
* Preparing Daily closing report.
* Making Quotation for credit customers & cash customers.
* Making salaries for staff, attendance & overtime.
* Making billing invoices for customers.
* Preparing Monthly income statement.
* Cash,cheque,Depositing in Bank & posting salaries in Bank.

**Hyper Star Behria Town Islamabad Pakistan**

**(03years 06 months)**

Worked as an**Assistant Admin Finance Officer from** January 2012 to Jun 2015 inBehria Town Islamabad

**Responsibilities**

* Prepare asset liability & capital account entries by compiling and analyzing account information.
* Documents financial transaction by entering account information
* Recommends financial actions by analyzing accounting options
* Summarizes current financial status by collecting information preparing balance sheet profit and loss statement and other reports.
* Substantiates financial transaction by auditing documents
* Reconcile financial discrepancies by collecting and analyzing account information
* Secures financial information by completing data base backup.

**Metro cash & carry Islamabad (Multinational Organization Germen)**

Worked as an **Accountant**in Metro cash & carry Islamabad July2009 to December 2012

**Responsibilities**

* Data entry for all company transitions
* Reconcile bank statements & inventory on a daily basis
* Create report for the management
* Monthly budgeting
* Maintain financial security by following internal control
* Prepare payments by verifying

**Personal Information**

Last designation Assistant Admin Financer Officer

Nationality Pakistan

D.O.B 04 July 1987

**LANGUAGES**

English, Arabic, Hindi, Urdu

**Conclusion & Declaration**

I hereby certify that the above information are true and correct according to the best of my knowledge & my experience. If selected I assure that I would perform to the best of my abilities, early awaiting a positive response.

# Cover Letter

Dear Sir / Madam

With reference to your advertisement for Vacant Position I want to offer my services for the job in your Organization.

I have keen interest to work in a dynamic organization to enhance my experience and utilize my skills and abilities. Please check my attached resume that describes my experience, Skills & abilities, and Qualification. I hope you will give me chance to show my skill and abilities. I want to ensure you that i will be a great addition in your working team.