**Omer**



**Omer.341214@2freemail.com**

**OBJECTIVE**

To join ambitious team of professional in a challenging environment where my creative abilities can be best natured an enhanced to their peak limits and then to utilize whatever abilities I have for the betterment of my beloved homeland and for the organization I work for.

**WORKEXPERIENCE:**

|  |  |
| --- | --- |
| **Organization**  | **Digital Processing Systems Inc.** |
| Organization Type  | Accountancy and Taxation  |
| Designation | Jr. Accountant |
| Tenure  | October 2008 up to Nov 2009 and from February 2010 to January 2017. |
| Location  | STP building, 1st floor, Islamabad, Pakistan |
| Reporting to  | Manager  |
| Brief Job Description  | * Book-Keeping of 1040, 1120, 1120S, and 1065 Client’s
* Prepare Quarterly Payroll Tax Returns
* Prepare the Payroll and Sales Analyses of Clients
* Reviewing the Companies General Ledger, Profit & Loss, Balance Sheet, Check Listing and Trail Balance
* Handling Uploading and Downloading of Data and Update the Daily Data from NY Office
* Guideline to the New Employees throughout the Daily Work Process
* Have to timely respond the concern fromthe clients
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| --- | --- |
| **Organization**  | **ABN Amro Bank** |
| Organization Type  | Banking  |
| Designation  | Personal Banking Consultant  |
| Tenure  | 5 Months |
| Location  | Civil Line, Rawalpindi |
| Reporting to  | Manager |

**COMPUTERSKILLS**

|  |  |  |  |
| --- | --- | --- | --- |
| **Sr.** | **Skills & Abilities**  | **Proficiency Level** | **Last Used / Practiced**  |
| 1 | Word Processing | Excellent  | Currently Using  |
| 2 | Spread Sheet | Excellent  | Currently Using |
|  3 | QuickBooks Excellent Currently Using |
|  4 | Tally Erp Excellent Currently Using |

**ACADEMIC EDUCATION**

|  |  |  |  |
| --- | --- | --- | --- |
| B.Com  | PunjabUniversity | Commerce  | 2007 |
| F.SC | Govt. College (Men). Asghar Mall. Rawalpindi | Phy, Math, Stat | 2003 |
| SSC | Siddique Public School | Science  | 2001 |

**PERSONALINFORMATION**

Date of Birth : 10-11-1983

Marital Status : Single

Religion : Islam

Nationality : Pakistan

**LANGUAGES**

1. English **3.** Urdu
2. Punjabi **4.** Hindi

# PERSONAL

* Non-smoker, enjoy reading books, punctual and hard working.

**REFERENCE**

* Will be provided upon request.