

Contact HR Consultant for CV No: 341755

E-mail: [response@gulfjobseekers.com](mailto:response@gulfjobseekers.com)

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**Profile:**

Having professional qualification ACCA (UK) Part Qualified, with 2 Years Accounting & Audit experience in reputed companies of Punjab, Pakistan. Expert in;

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| --- | --- | --- | --- |
|  | Preparation of Financial Statements | Financial Forecasting & Budgeting |  |
|  | Internal Audit |  |
|  | Accounting up to Finalization |  |
|  |  |  |
|  | Financial Analysis |  |  |
|  | **Work Experience:** |  |  |
| **1)** | **Sunrays Textile Mills (Pvt.) Ltd (Indus Group)** | **July 2015 –Oct 2016** |  |
|  | **Multan, Punjab – Pakistan** |  |  |



Audit & Accounts Trainee

***Responsibilities:-***

* Maintain and Posted of OGPs Month wise in Oracle In house and excel as well.
* Maintain and Posted of IGPs Month wise in Oracle In house and excel as well.
* Assisting internal auditor of Preparation of Audit Report.
* Maintain and Updated Stock Report on daily basis and detect error if any.
* Posted Waste Sale Contracts in Oracle in House, and ERP, and maintain data in Excel as well and categorized Pending Contract in detail.
* Prepare of Waste Production Report on daily Basis and forward to manager.
* Prepare of Daily Production Report Month wise,
* Prepare of B-grades in Production,
* Detect and resolve the errors in Daily Production Report, According to the daily Stock Report.
* Costing of Daily Production Report Month wise.
* Pre- Audit Vouchers Which Includes Taxation, (Trailor Freight, Ocean Freight, Purchase Vouchers) Detect errors if any,
* Pre- Audit Cash Vouchers, and Misc Vouchers
* Calculation Of Sales in Detail, Average Sale Rate, Sales Summary ( Local , Export)
* Checked and corrected any error in Yarn Sales Detail.
* Pre-Audit and Maintain Data of Postage Vouchers and confirm the approved rate while checking.
* Pre-Audit, Checked and Verified Vouchers from Account Ledgers,
* Checked and analyzed account balances of Vendors.
* Checked and go through Account balances of Receivables.
* Pre-Audit the Export Vouchers.
* Engaged to Prepare Labor Salary sheet( labor Duty, Extra labor duty)
* Worked on Quarterly report on Fuel and Repair & Maintenance (R.M.) of Company vehicles & identify the fuel consumption of each employee on monthly basis
* Pre-audit of vouchers relating to Fuel and Repair & Maintenance (R.M.) of Company vehicles
* Pre- Audit Vouchers of Mobile bills,
* Reconciled Yarn Production Summary with Daily Stock Report
* Reconciled and Amended the Production summary with the Quantative schedule
* Rectify any error in Production Summary during Reconciliation with Quantative Schedule
* Perform the separation of Waste or Damaged Yarn from the Production Summary
* Pre-Audit of vouchers relating to mill store purchase & head office purchase. Verify the rate of parts from document approved by Chief Internal Auditor. Checking of Supplier invoice with GRN received from mill.
* Prepare debtors’ age analysis after six month
* Pre-Audit of Port Clearance Vouchers with confirmation of approved rates
* Pre- Audit of Vouchers of Unregistered parties & Undertaking and exempted parties
* Identification of control risk, major process and key risky areas during the process.

**2) Gonal International December 2014 – June 2015 Multan, Punjab – Pakistan**

Accountant

***Responsibilities:-***

* Posting invoices/billings, and managing credit notes from suppliers
* Responsible in keeping suppliers accounts up to date
* Prepare and post payments made via Cheque
* Prepare aging of accounts payable
* Analyze different general ledger accounts regularly
* Assist in preparation of trial balance and financial statements
* Preparation of reconciliations of receivable and payables with their respective statements.

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**Professional Qualification:**

**ACCA (UK) Part Qualified**

Association of Chartered Certified Accountants, United Kingdom

**Advanced Diploma in Accounting & Business**

Association of Chartered Certified Accountants, United Kingdom

**CAT (UK)**

Certified Accounting Technician ,United Kingdom

**Academic Qualification:**



**Higher Secondary School Certificate –Science**

Board of Intermediate and Secondary Education, Multan, Punjab, Pakistan

**Secondary School Certificate – Science**

Board of Intermediate and Secondary Education, Multan, Punjab, Pakistan

**I.T Knowledge:**

* Accounting Software (Oracle, , Peach Tree, Tally 9)
* Proficient with email and MS Office Applications.
* Windows XP, Win 7 Including its Installation.
* Limited hand on knowledge of SAP, Quick Books

 **Language Skills:**

English, Urdu, Hindi & Punjabi

 **Personal Details:**

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| Nationality: | **Pakistani** | Visa Status: | **Visit Visa** |
| Marital Status: | **Single** | Visa Expiry: | **April 30, 2017** |
| D.O.B: | **July 10, 1991** | Availability: | **Can join immediately** |
| Age: | **25** |  |  |

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