

Contact HR Consultant for CV No: 341836

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**Personal Statement**

I am an energetic and enthusiastic finance professional with the sound capability to manage financial and audit operations combined with natural appetite to earn excellence in job. My individual traits also include dynamism and diligence which will be manifested during my employment.

**Expertise**

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| * Financial statements analysis | * Reports generations |
| * Month end reconciliation and analysis report | * General Ledger Entries |
| * Internal Audit and process analysis | * Payroll related activities |
| * Data entry (receipts and invoices) | * QuickBooks and Peachtree |
| * Accounts receivable | * Oracle Financials |
| * Accounts payable | * MS Office (word, Excel) |

**Experience**

**Finance Officer, January 2016 to December 2016**

**Glitz Pharma (Pharmaceutical Company) – Islamabad, Pakistan**

* Review of Bank Reconciliation Statements on a monthly basis and preparation of Analysis Report on banking activities
* Monthly Supplier Reconciliation Statements
* Preparing Reconciliation of Customers and Suppliers Ledger
* Preparation and recording of Bank/Cash Payment Vouchers
* Preparation and recording of Bank/Cash Receipt Vouchers
* Preparation and recording of all types of Journal Vouchers
* Preparation of Month end closings
* Monthly review of Accounts Receivable, Accounts Payable & Ledger Scrutiny
* Internal Audit of Raw Materials Store and Finished Goods Store
* Assisting External Audit Team in conducting Audit
* Review of Batch Manufacturing Report (BMR) and making recommendations to minimize cost of production
* Effective complaint and dispute management through writing letters to parties and senior management
* Posting entries from day book (Excel) to software
* Assisting the Finance Manager in preparation of accounts

**Assistant Accountant, July 2014 to December 2015**

**MAd MOB (Event Management Company) – Islamabad, Pakistan**

* Actively participating in company meetings regarding upcoming events, providing suggestions on a regular basis, contributing towards maximization of sales volumes
* Assisting in the identification and evaluation of the organization’s audit risk areas and providing significant input to the development of a risk-based annual internal audit plan
* Assisting the Accounts Manager in preparation of accounts
* Developing and maintaining productive team-oriented client, staff, and management relationships through individual contacts
* Monthly review of Accounts Receivable, Accounts Payable & Ledger
* Preparation of monthly budgets and forecasts and reviewing them on a weekly basis
* Internal Audit
* Dealing with Banks
* Preparation of staff Payroll
* To maintain petty cash and daily transactions
* Review of Bank Reconciliation on a monthly basis and preparation of analysis report on banking activities
* Evaluate Business process for effectiveness & efficiency and provide recommendations for improvement

**Internee, June 2014 to July 2014**

**Pakistan Telecommunication Company Ltd. (PTCL) – Islamabad, Pakistan**

* Worked as an Internee in the Finance Department of PTCL
* Basic Budgeting reviews, Financial Analysis, Book Keeping and preparation of Reconciliations were part of my daily tasks
* It was a great learning experience to work under the direct supervision of a competent authority
* Provided me with a helpful insight into the growing and dynamic Telecommunications

Sector

**Academic History**

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| **PIPFA Affiliate, 2017**   * Pakistan Institute of Public Finance Accountants | **ACCA Affiliate, 2015**   * Association of Chartered Certified Accountants, UK |
| **B. Sc (HONS) Applied Accounting, 2015**   * Oxford Brookes University, UK | **Bachelor of Commerce, 2011**   * University of the Punjab, Lahore |

**Technical Certifications & Trainings Attended**

* **Oracle Financials:**System Admin, General Ledger, Cash Management, Accounts Payables/Receivables
* **QuickBooks & Peachtree:** Basic understanding and knowledge of the two Computerized Accounting Software’s
* **MS Office:** Proficient user of Microsoft Office (MS Word, MS Excel, MS PowerPoint)
* **Advanced Diploma in Accounting and Business** – UK, **Diploma in Accounting and Business**–UK
* **ACCA Talent Gymnasium** Campus 2 Corporate workshop in collaboration with School of Leadership
* **Roots Youth Model United Nations 2012** (RYMUN ’12) Group member of the Administration Department
* Have an apt understanding of the **International Accounting Standards (IAS’s)** and **International Standards on Auditing (ISA’s)**
* **International English Language Testing System (IELTS) 7.5 overall Bands**

**Communication**

I am endowed with decent communication skills which is evident from my excellent performance in IELTS which is viewed a standardized test for gauging English language the world over. In addition to this my employers benefited from my considerable presentation and writing skills.

**Personal Information**

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| * Date of Birth – 27th January 1991 | * Marital Status – Single |
| * Languages – English, Urdu, Punjabi | * Passport No. – LS1162631 |
| * Nationality – Pakistani | * Staying Country – Dubai (Visit Visa) |

* References can be furnished upon request.