|  |  |  |
| --- | --- | --- |
| New_logoContact HR Consultant for CV No: 341871E-mail: response@gulfjobseekers.comWebsite:<http://www.gulfjobseeker.com/employer/cvdatabasepaid.php> |  |  |

|  |  |
| --- | --- |
| **PERSONAL STATEMENT** *A certified diplomat with plenty of accounting and finance, audit and taxation covering the main stream of financial accounts. During his study as an ACCA student most of the time he spent in Job as ACCOUNTANT/ADMIN in different organization in Pakistan and UAE. This is an advantage for him as he can the highest level of customer service, supervision, administration and have a good knowledge of the overall running of the Businesses, which makes him committed, reliable and adaptable as he have found that he need to adjust himself to the many changes that have occurred over the years. His job has also taught him to be more tolerable and patient with subordinate and others and have given him a greater sense of independence and success.* *Apart from learning he believe in great care for the maintenance of discipline. He want to serve the nation by exploiting his caliber in a neat, decent, and wholesome institution like ours.**He hope that I have analyzed this piece carefully enough to offer him a place at our prestigious Organization, and trust that I have yet to see the bigger picture of him.* **CORE STRENGTHS & ENABLING SKILLS***Financial Accounting* ***I*** *Financial Management* ***I*** *Financial Planning**Bank Recompilation Budgeting & Cash Flow Management* ***I*** *Strategy Formulation**Business Management* ***I*** *Client Relationship Management* ***I*** *Project Management**QuickBooks & Peachtree* ***I*** *Financial Report Writing* ***I*** *Communication & Presentation Skills***PROFESSIONAL EXPERIENCE****SESWA (NGO) I Shewa, Swabi, Kpk, Pakistan** October 2013 TILL Date Position I Finance/Admin Officer Core Duties & Responsibilities * Maintaining General Journal and Ledger.
* Worked in Account Receivable and Account Payable Department.
* Verifying customers invoices and Follow up with Patients for Payment.
* Recording Cash Incoming and Outgoing Transactions.
* Recording A/C Payable and A/C Receivable Ledgers.
* Preparing All Reports Required by Management.

 Supervising subordinate staff.**Info Fort LLC UAE I Dubai, uae** September 2009 TO August 2013 Position **I** Archive Clerk Core Duties & Responsibilities * Handling Customer at their premises and at office.
* Handling customer Files, entering that file in the data base system.
* Receiving request from customer for any File and Retries that File.
* Creation and Closing of work order.
* As an operation team member he led the team.
* He worked in Finance department and prepare customer Bill and Invoices.

**Shabbir Associate Peshawar l** Peshawar, Pakistan.April 2008 TO May 2009Position l Accounts Manager.Core Duties & Responsibilities:* Handling All Assignment of internal and external Audit.
* Preparing and Maintaining Books of Accounts for clients.
* Communicate structured information in a clear, concise, and organized manner suited to the characteristics and needs of the audience. Ability to establish effective working relationships that foster organizational success.

**Yaldram Security Service pvt ltd l** Peshawar, Pakistan. Feb 2007 to March 2008. Accounting Position l Accountant Assistant. Core Duties & Responsibilities:* Maintaining General Journal and Ledger.
* Worked in Account Receivable and Account Payable Department.
* Verifying customers invoices and Follow up with Patients for Payment.
* Recording Cash Incoming and Outgoing Transactions.
* Preparing All Reports Required by Management.
 | **VISION*** *He envision himself as a thoroughbred Proficient Finance/Admin Officer committed for the betterment of humanity. He want to abreast of latest case studies happening in the Professional arena. For that He want to join an organization through which He can broaden his horizons to further limits.*

**CERTIFICATES AND DIPLOMA*** *Advance Diploma in Accounting and Business (ACCA Foundation).*
* *Diploma in Microsoft Office (MS Excel and MS Word)*
* *Diploma in Peachtree accounting software*

**IT SKILLS*** **HAVING A SOUND KNOWLEDGE OF**

MICROSOFT OFFICE SUIT INCLUDE MS WORD, MS EXCEL, MS POWERPOINT&ACCOUNTING SOFTWARES INCLUDE PEACHTREE, QUICKBOOK & TALLY.**LANGUAGES**I can easily read, write and speak Pashto, Urdu , English and Arabic . |

|  |  |
| --- | --- |
| **EDUCATIONAL BACKGROUND****ACCA Finalist I UK** **Advance Diploma in Accounting and Business l Equivalent to BSc (Hons)**ACCA l Glasgow UK l **Master I M.COM (Finance)**  Abdul wali khan university Mardan **I** AWKUM KPK PAKISTAN Completed (2013 TO 2015)**Bachelor I B.COM**  University of Peshawar KPK PAKISTAN Completed (2003 TO 2006)**INTER l HSSC l FA (INTER SCIENCE)**Board of Intermediate and Secondary Education l BISE Mardan, Kpk.Completed. (2001 TO 2003) |  |