**CURRICULUM VITAE**

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**SIMON**

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**CAREER OBJECTIVE**

To succeed in an environment of growth and excellence and earn a job which provides me job Satisfaction and self-development and help me achieve personal as well as organization goals.

To be an astute learner and the best performer in your organization so that I can build an innovative career in your esteemed organization by using my skills.

**ACADAMIC QUALIFICATION**

High school : Convent of Jesus and Mary 2008 (A+)

College : D.A Degree College for Woman Phase-8

(Intermediate In Commerce) 2010 (B)

Bachelors : D.A Degree College for Woman Phase-8

Bachelors of Commerce Degree (1st Division)

KASBIT : Master of Business Administration  
 (Accounts and Finance) 3CGPA

**COMPUTER SKILLS**

MS.DOS, Microsoft Office, Windows 7 Ultimate, Windows XP professional, Windows 98, World Wide Web (www), Tally ERP 9, Peach Tree.

**WORK EXPERIENCE**

**Keystone Academy:**  Accounts Manager (01/Aug/2015) till (31/Dec/2016)

Joined as Accounts Officer (01/03/2015)

Job Responsibilities:

* Responsible for ensuring of timely payment of loans and bills.
* Monitoring and processing payment and expenditures of school.
* Prepare and monitor the payroll system of 40 plus employees.
* Prepare fixed asset register and calculate depreciation on monthly basis.
* Daily basis cash and bank reconciliation.
* Calculate vacations and sick day’s allowances and make deductions accordingly if the leaves are used beyond the allowed amount.
* Calculation, recording and making entries of provident fund on monthly basis.
* Make adjusting entries for outstanding expenses.
* Prepare & issue fee vouchers to students.
* Deal with new admissions i.e issue Acceptance letter and Fee Voucher.
* Prepare Fee Structure Analysis Report (every academic year).
* Prepare and Issue payslips to the employees.
* Maintain an excel sheet of Accounts Receivable, Accounts Payable, Outstanding expenses and prepaid expenses and reconcile with Peachtree.
* Recognition of tuition fees and resources revenue every month.
* Maintain a daily log of fee/challan collection and update as soon as collected and notify school and parents of the defaulters.
* Petty cash and other journal posting
* Prepare Income Statement and per student financial statement.

**Technova Enterprises PVT LTD:** Promoted to Accounts Manager (01/Aug/15)-(01/Feb/16)

Joined as Accounts Officer (01/03/2015)

Job Responsibilities:

* Responsible for ensuring of timely payment of loans and bills.
* Monitoring and processing payment and expenditures of factory and head office.
* Prepare and monitor the payroll system of 70 plus employees.
* Manage inventory control.
* Prepare fixed asset register and calculate depreciation on monthly basis.
* Daily basis cash and bank reconciliation.
* To complete and maintain sales invoices and reports
* Maintaining Stock Registers, Purchase, and Sales & Import Registers on Excel.
* Maintaining Stock control register of coal, lead, soda ash, plastic & Iron turning.
* Calculate vacations and sick day’s allowances and make deductions accordingly if the leaves are used beyond the allowed amount.
* Calculation, recording and making entries of provident fund on monthly basis.
* Make adjusting entries for outstanding expenses.
* Maintain excel spread sheet with breakdown of sales tax and income tax since inception as well as maintain a separate folder of all physical evidence of all entries.
* Maintain an excel sheet of all customers and payments to them and reconcile with Peachtree.
* Maintain an excel sheet of all vendors and their payments and reconcile with Peachtree.
* Preparation, analysis and reporting of Income Statement & Balance Sheet.

**Pacific Exim (Pvt) LTD:** Assistant Accountant (16/9/2013 till 28/Feb/2015)

Job Responsibilities:

* Responsible for making payments of all parties / suppliers ( From all companies)
* Handling monthly expenses.
* Data feeding of Fertilizers/ Chrome/Wheat (working on spread sheet).
* Preparing journal entries and posting data in appropriate ledgers
* Preparing income tax challan of Directors / staff salaries and of different parties.
* Making income tax return monthly statement
* Scanning / filling / printing / photocopies.
* Preparing Daily Funds Position
* Preparing Cash Flows
* To complete and maintain sales invoices and reports
* Accruals & prepayments
* Petty cash and other journal posting
* Oversee various accounting records processes.
* Daily bank receipt posting
* Reconciliation
* Maintaining spread sheets
* Handling and writing cheques.
* Receiving and processing all invoices, expense forms and requests for payment
* Maintaining Stock Registers, Purchase, and Sales & Import Registers on Excel.
* Maintaining day to day record of Dispatch of Fertilizers
* E-filing - Preparation of Statement of Tax collected and Deducted (165 & 149)
* Maintaining Fertilizers Sales, Receipt and Stock position.
* Annual Tax Return File (165 & 149).
* Maintaining record of mark-up deducted by banks on Excel.
* Drafting of bank correspondence letters.
* Generating Sales Tax invoices.
* Maintaining & updating Annexure C (both and excel & file).
* Make Entries for sales and purchases.

**PERSONAL INFORMATION**

* Birth Date : 20th, Jan, 1992
* Birth Place : Karachi, Pakistan
* Nationality : Pakistani
* Marital Status : Single
* Religion : Christian
* Language : English, Urdu (Fluent in speaking & writing)

I hereby affirm that the above information is true and correct to the best of my knowledge.

I will be most willing should you require to meet me personally for an interview.