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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| *Rabia* | | | | | | | | | | | |  |
| Professional Resume | | | | | | | | | | | |
| Date of Birth: | 04 | - | | June | - | 1990 |  | |  |  | |
| Address: | Abu Dhabi, United Arab Emirates. | | | | | | | | | | |
| *Cell:* | + | | 971504973598 | | | | |  |  | |  |
| Email: | [rabia.342011@2freemail.com](mailto:rabia.342011@2freemail.com) | | | | | | | | | | |
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| --- | --- |
| **Objective:** | To lead the organization being strategic partner of top management team of a leading organization by utilizing my abilities and capabilities in the field of accounting and finance. |
| **Skills & Traits:** | * General Accounting, Financial Statements, Management Reporting; * Preparing monthly trial balance, statement of financial position, profit & loss account, and statement of cash flows with notes to accounts ; * Expert user of MS Office especially MS Excel and can use specialized and also well versed in other accounting applications (Oracle). * Analytical abilities and creative thinking combined with strong interpersonal & communication skills. * Data entry (ERP) & update records and also Emails and telephone handling. |

**Professional Career Summary:**

|  |  |  |
| --- | --- | --- |
| **Education :** | **M.com, B.Com** | |
| **Work Experience :** | **Duration** | **Organization & Designation** |
| Oct 15 -Jan 17 | **KLASH (Pvt.) Ltd. (Manufacturer & Exporter of Garments)**  MTO(Merchandiser/Garment Accessory Buyer) |
| May 15 - July 15 | **KLASH (Pvt.) Ltd. (Manufacturer & Exporter of Garments)**  Internship,(8 weeks) |

**Work Experience:**

|  |  |
| --- | --- |
| **Organization :** | **KLASH (Pvt.) Ltd.** |
| Organization Type : | MTO(Manufacturer & Exporter of Garments) |
| Designation : | **MTO(Merchandiser/Garment Accessory Buyer)** |
| Tenure : | Oct 15 -Jan 17 |
| Location : | Faisalabad, Pakistan |
| Responsibilities : | * Deal with Production Merchandiser for all require relevant material of garments accessories; * Order garments accessories and handle imports ; * Check with Buyer required accessory & their approved source(Locally and Foreign country) * After checking approved sources negotiate prices/lead time with supplier ; * Making Purchase order and place orders ; * Meeting with Production Merchandiser/GM for their target to get accessory in house and inform them for each garment required packing and stitching accessory * Forward accessoryPurchase orders to accounts Depart of order accessories for arranging payments ; * Chase up accessory till in house ; * After received the accessory visit Store to check the Quality & Quantity as per placed orders ; * Signed accessory Purchase orders for store work ; * All other duties assigned by the management. |
| **Organization :** | **KLASH (Pvt.) Ltd.** |
| Organization Type : | Manufacturer & Exporter of Garments |
| Designation : | **Intern** |
| Tenure : | May 15 To July 15 |
| Location : | Faisalabad, Pakistan |
| Responsibilities : | * Well versed posting of transactions to Journal, ledger and other accounting records into Oracle. * Help with Bank Statements Reconciliation, as well as accounts receivable and Payable ; * To assist in preparation of monthly final accounts & management reports, including projected Profit & Loss/Statement of comprehensive Income ; * Work under supervision of other Accountants. * Help to manage factory rules and regulations and update all related records and work paper. |

**Professional Certification & Academic Education** *(most recent on the top)*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sr.** | **Certification / Degree** | Institution / University | **Specialization / Major** | **Passing Year** |
| 1 | M.Com | University of Agriculture Faisalabad | Finance | 2015 |
| 2 | B.Com | The University of the Punjab | Commerce | 2013 |
| 3 | I. Com | BISE Faisalabad | Commerce | 2010 |

**Computer Skills and Other Abilities**

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| --- | --- | --- | --- |
| **Sr.** | **Skills & Abilities** | **Proficiency Level** | **Last Used / Practiced** |
| 1 | Oracle | Good | Currently Using |
| 2 | MS Office | Good | Currently Using |
| 3 | Window, Internet& Outlook | Good | Currently Using |

**Personal Information**

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| --- | --- |
|  |  |
| Marital Status : | Single |
|  |  |
|  |  |
| Religion : | Islam |
| Language Competency : | English, Urdu, Punjabi |

**References**

References will be provided if required.