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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  |
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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.
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**Professional Career Summary:**

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| **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:**

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

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| **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 |
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|  |  |
| Religion :  | Islam |
| Language Competency : | English, Urdu, Punjabi |

**References**

References will be provided if required.