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## SAHER

Accounts Professional

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Career OBJECTIVES** **CORE COMPETENCIES** |  | | To secure a position in a dynamic and progressive organization that offers versatile opportunities for comprehensive career building, growth and skill development in a challenging and innovative environment with an objective to constructively contribute towards the goals of the organization and to proficiently apply my knowledge, skills and abilities which I have gained through my education   |  |  |  | | --- | --- | --- | | * Communication Skills | * Dedication | * Financial Accounting | | * Acute eye to detail | * Accountability | * Advance Excel | | * Time Management | * Maintain Relationship | * QuickBooks | | * Problem Solver | * Process Improvement | * Tally | |
| **Education** | |  | **June 2016: ACCA**   * Center of financial excellence (Lahore, Pakistan)   Majors: Advance Audit  Advance Financial Management  **2007**: **B.COM** (**Bachelors in Commerce**)   * Punjab University(Lahore, Pakistan)   Majors: Accounting & Finance |
| **Experience** | |  | ACCOUNTSEXECUTIVE|STRUCTURE HEALTH AND FITNESS| Lahore, pakistan| AUG, 2015 –OCT, 2016 **Responsibilities:**   * Accurate Processing of Bank and Petty Cash Receipts/Payments and Performing Reconciliations * Handling Accounts up to Finalization * Preparing debtors & creditors reports & reconciliations * Coordinating & maintaining PR with banks and suppliers. * Examination and Rectification of errors in Accounts * Preparation of monthly and quarterly Finalization journals,(prepayment, accruals, fixed assets) * Raising, recording and posting of Sales purchase invoices, credit notes, statements and allocation of receipts against customer’s accounts using QuickBooksand Excel spread sheets * Prepare, examine, or analyze accounting records financial statements, or other reports to assess accuracy, completeness and conformance to reporting and procedural standards |  |
| **CERTIFICATIONS** | |  | ACCOUNTECH TRaining & Solutions | Lahore, pakistan | 2016Courses INCLUDE: ADVANCE EXCEL, TALLY ERP, QUICKBOOKS PRO |
| **Languages** | |  | English & Urdu |
| **Personal:** | |  | Date of Birth:07-08-1986NATIONALITY : PakistanIVISA STATUS :VISIT |