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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

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| * Communication Skills
 | * Dedication
 | * Financial Accounting
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| * Acute eye to detail
 | * Accountability
 | * Advance Excel
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| * Time Management
 | * Maintain Relationship
 | * QuickBooks
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| * Problem Solver
 | * Process Improvement
 | * Tally
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| **Education** |  | **June 2016: ACCA*** Center of financial excellence (Lahore, Pakistan)

Majors: Advance AuditAdvance 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
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| **CERTIFICATIONS** |  |  ACCOUNTECH TRaining & Solutions | Lahore, pakistan | 2016 Courses INCLUDE: ADVANCE EXCEL, TALLY ERP, QUICKBOOKS PRO |
| **Languages** |  | English & Urdu |
| **Personal:** |  | Date of Birth:07-08-1986NATIONALITY : PakistanIVISA STATUS :VISIT |