**

***Aamir***

***Proficient Accounts & Finance Professional***

*C/o-Contact No. +971-504973598*

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***Career Objectives***

*To seek an opportunity in a dynamic institutional system offering challenging work environment, where I am able to apply my professional experience and academic knowledge, leading to growth & development of the organization and my career advancement.*

***Why Aamir Rafique***

* *A highly dynamic accounts, banking and finance professional; having sound understanding of financial and business metrics and over seven years of professional experience in accounting and banking sector, internal and external auditing, and compliance, cash flow management and Payroll Management.*
* *Proficient to work in high-stress environment as missing one detail can mean high costs for businesses down the road possesses good communication skills, strong sense of integrity and strives to be a continuous improver.*
* *Aamir is a detail oriented individual with strong interpersonal, analytical and problem solving skills. Moreover, he is able to transform analytical outcomes into actionable, business-relevant recommendation.*
* *Possessing the skills that lead to success in accounting and finance business i.e. time management, adaptability, communication, openness, leadership, effective decision-making, multitasked and honesty and integrity.*
* *Organized and results-oriented professional; capable of identifying deficiencies and potential opportunities for improving business functionality*

***Professional Qualification***

* ***Post Graduate Diploma In IT (PGT-IT)***

*Grace Computer Center Bahawalpur, Pakistan, 2011*

* ***MBA (Banking & Finance)***

*Islamia university of Bahawalpur, Pakistan, 2009*

* ***B.com***

*Islamia university of Bahawalpur, Pakistan, 2007*

***Profissional experience***

***04.2014- Present Faysal Bank Barkat Islamic Banking***

***Branch Service Officer***

* *Overall supervision of all vouchers.*
* *ATM In charge*
* *Inward Clearing, Outward Clearing.*
* *Inward Bill for Collection, Outward Bill for Collection.*
* *Pay Order, Demand Draft, Checkbook Issue.*
* *Online/Local/TT/Foreign funds transfer.*

***07.2013- 04.2014 Vasaib Banquet Halls Bahawalpur***

*(10 Month)* ***Accounts Officer***

***Responsibilities/Accomplishments****:*

* *Properly record Transactions and entered them into the computerized accounting system (ERP)*
* *Preparation of day books and monthly payroll.*
* *Preparation of final accounts.*
* *Maintain accounts receivables and payables ledgers, checking, verifying and posting invoices.*
* *Maintain Petty cash of the Hotel.*
* *Prepare monthly/weekly and other periodical financial reports.*
* *Bank reconciliation and reconciliation of creditors and debtors.*
* *Reconcile sub ledger balances with General Ledgers.*
* *Prepare bank payment Vouchers, receipt vouchers and journal vouchers.*
* *Get vouchers signed and forward to cashier.*
* *Prepare payroll & make remittances including salary forwarding.*
* *Maintaining tax net (WHT, GST, & I.T).*
* *Accepted cash, checks, or bankcards for payment; completed check and bankcard transactions according to prescribed procedure.*
* *Assisted in other areas of store such as clean-up, shelf-stocking or keeping merchandise displayed in an order.*

***05.2012- 05.2013 AL-Dreb Group of Services Hafer Al-Batin Saudi Arabia***

*(1 years)* ***Finance & Accounts Officer***

***Responsibilities/Accomplishments:***

* *Assisted senior accountant in accounts finalization, monthly book closing procedures and in preparing,*

*financial statements such as balance sheet and profit & loss statement.*

* *Assisting in the development and implementation of accounting and internal control systems.*
* *Performed routine accounting functions including data entry of daily accounts, preparing trial balance,*

*vouchers and cash book, as well as accounting reports.*

* *Prepared Statement of Accounts and handled accounts receivables and payables of the company.*
* *Reported to management regarding the financial condition of the company.*
* *Take care of bank and accounts reconciliations; prepared vouchers and cashbook.*
* *Verifying the documents previously completed by Accountant and maintain monthly payroll.*

***06.2010 - 02.2012 Meezan Bank Ltd Bahawalpur***

*(1 Years 9 Month)* ***Officer Operation***

* *Overall supervision of all vouchers.*
* *ATM In charge.*
* *Inward Clearing, Outward Clearing, Inward Bill for Collection, Outward Bill for Collection.*
* *Pay Order, Demand Draft, Checkbook Issue, Online/Local Transfer.*
* *Day start, Day End.*

***12.2009 - 05.2010 Ace Shopping Mall Bahawalpur***

*(6 Month)* ***Cash Officer***

* *Directly involve Cash inflow & cash outflow*
* *Balance Daily cash statement.*
* *Monitored and collected overdue customer Bills.*
* *Verified bills and vouchers.*
* *Maintained inventory*
* *Accepted cash, checks, or bankcards for payment.*

***AREAS OF PROFESSIONAL STRENGTHS AND ENABLING SKILLS***

|  |  |  |
| --- | --- | --- |
| * *Analysis of Financial Statements* | * *Payroll and Cash Flow Management* | * *Communication & Presentation* |
| * *General banking* * *Financial Management* | * *Bank Reconciliation Statement* | * *Multi Tasking* |
| * *Compliance* * *Budgeting Process* | * *Financial Analysis & Planning* * *Internal auditor* | * *Investment plan* * *Leadership* |

***Computer proficiency skills***

* *Post Graduate Diploma in IT* ***( PGD-IT)***
* *Diploma in Computerized Accounting* ***( DCA )***

***Tally, Peachtree, Quick book***

* *Diploma in Web Designing* ***( DWD )***
* *Microsoft Certificate System Engineer* ***( MCSE )***
* *Cisco Certified Network Associate* ***( CCNA )***
* *Internet & E mail*
* *SPSS*

***Professional Knowledge***

* *Supply Chain:*
* *Extensive knowledge of coordinating all of the entities involved in Supply chain.*
* *Knowledge of managing returns and rejections professionally and promptly with suppliers.*

***Management***

* *Possessing creative problems-solving and analytical skills.*
* *Proven ability to ensure that products are delivered in a good state and on time.*
* *Willing to work on unusual hours.*
* *Highly effective motivator with string written and spoken communication skills.*

***Accounting and Finance***

* *Maintaining daily accounts of clients.*
* *Monthly reconciliation of accounts.*
* *Reporting to higher management as required.*

***Technical Expertise***

* *Time Management*
* *Active listening*
* *Complex problem solving*
* *Coordination*
* *Judgment and decision making*
* *Learning strategies*

***Personal Details***

***D.O.B:***  *September 11, 1986*

***Nationality:***  *Pakistani*

***Marital Status:*** *Single*

***Language:*** *proficient in English, Urdu*

***Reference:*** *will be provided*