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|  |  🞂Karma   C/o-Phone: +971504973598 E-mail: karma.343156@2freemail.com  |

**OBJECTIVE:**

I have an adventurous spirit to obtain a significant and challenging position in a well reputed firm that provides me a scope for growth and enhance my abilities.

**QUALIFICATION:**

MBA (Finance) 2011 3.23 CGPA

**University of Gujrat, “Gujrat” Pakistan**

[B.COM](http://b.com/)  2009 1st Division

**Institute of** Punjab College of Commerce

"Gujranwala" Pakistan

**CAREER HIGHLIGHTS:**

* **As an Accountant** (Period 2012-2016)

(Company: PEPCO Pakistan – A Sole Agent of Munters AB Group in Pakistan)

* Maintain cash book , record of asset, liability, revenue, and expense entries in Software
* Balances subsidiary accounts and maintains general ledger
* Bank balances verification and Bank Reconciliation Statement preparation
* Prepare Payroll and Commission Invoices
* Summarizes financial status by collecting information; preparing balance sheet, profit and loss statements.

**SOFTWARES EXPOSURE:**

* Tally, ERP (SAP) , PausPan and Peachtree Accounting Software
* Proficient in the use of: MS-Office(Word/PowerPoint/Excel), Microsoft Outlook
* SPSS Statistics, Coral Draw, Adobe Photoshop

**PROJECTS AND WORKSHOPS:**

* Project on Transportation Facility in Pakistan and Support Sticks for Blinds
* SWOT Analysis of **“NESTLE”**
* Youth Entrepreneurial workshop at Lahore
* Art of Oral Presentation at E-Tech College of Business and Information Technology
* Workshop on Environment Control System for Layers & Broilers

**SKILLS:**

* + Loyalty, Tenacity, Positivity, Creativity
	+ Confident to work on any challenging position / job
	+ Flexible personality, adjustable in any environment
	+ Excellent interpersonal, communication skills and a strong belief in collaborative teamwork
	+ Ability to plan, organizes, and reliably completes projects with minimal supervision
	+ Capability to work under high stress
	+ Ability to think critically using logics and reasoning to identify the strengths and weaknesses for alternative solutions to problems
	+ Good in decision making considering the relative costs and benefits

**AVOCATION:**

* Warmly welcome to poor students for free home tuition

**PERSONAL DETAILS:**

Nationality: Pakistan

Date of birth: 06-December-1989

Religion:  Islam

Language: Fluent in Urdu, Punjabi, English

Marital Status:Single

Visit Visa: Visit Visa

**DECLARATION:**

I hereby certify that all the above given information is true and correct, I have also enclosed all the necessary documents here. I trust you will consider my experience and grant me an opportunity to prove my skills and abilities.

***KARMA***