**CURRICULUM VITAE**

Saifullah

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**CAREER OBJECTIVE:**

To join well established organization/firm, contribute my services and prove my worth in good, healthy and challenging environment.

**PROFESSIONAL EXPERIENCE:**

* Worked as an **AccountsAssistant at Master Motor Corporation Private Limited** from **December, 2015 to July, 2016.** My responsibilities were **:**
* Verify that transactions comply with financial policies and procedures.
* Prepare, verify and process invoices and coding payment documents.
* Data entry for invoices for payment.
* Process backup reports after data entry.
* Manage the weekly cheque run.
* Record all cheques.
* Prepare vendor cheques for mailing.
* List all vendor / Customer cheques in the log book
* Prepare manual cheques as and when required.
* Maintain the general ledger.
* Maintain updated Customer files and file numbers.
* Print and distribute monthly financial reports.
* Preparation of Bank’s reconciliation statement & Coordinate with Head office.
* Preparation of Reconciliation statement for Sales & Recovery, Coordinate with Sales Team & Head office.
* Preparation of Weekly Ageing and Recovery Statement.
* Preparation of Sales & Outstanding Statement for each Customer at the Month End & report to Customers/Head office.

**Further Responsibilities**

* Report Composing / Writing / Drafting and Formatting.
* Letter Composing / Writing and Formatting
* Keeping Files Record.
* Perform all the Administrator assignments, as and when required.
* Email Corresponding.
* Worked as an **Accounts& Admin Assistant at Pakistan Institute of Tourism and Hotel Management from August, 2014 to December, 2015.** My responsibilities includes:
  + Prepare Outstanding Fees Record on monthly and weekly basis.
  + Maintaining and updating the Student Records.
  + Preparation of Weekly Ageing and Recovery Statement.
  + Collection of Fees.
  + Data Entry.
* Report Composing/Writing/Drafting and Formatting.
* Letter Composing/Writing and Formatting.
* Keeping File Records.
* Perform all the Administrator assignments, as and when required.
* Email Corresponding.
* Worked with **M/S.iSEO Ranker** from June 2011 to June 2013 as a**Data Entry Operator / Computer Operator& Search Engine Optimizer.**
  + Data Entry.
  + Letter Composing / Writing and Formatting.
  + Report Composing / Writing / Drafting and Formatting.
  + Email Corresponding.

**ACADEMIC QUALIFICATION:**

* **Bachelor of Commerce (B-Com)** from**University of Karachi.**
* **Intermediate** (Science) 2009 from **SM Science College**.
* **Matriculation** (Science) from **Metropolitan Academy.**

**OTHER COURSES:**

* MCSA**ONWIRE Technologies**.

**COMPUTER SKILLS:**

Core Competencies:

* Microsoft Excel (Financial Modeling and Advance Excel).
* Microsoft Word.
* Microsoft Power Point.
* Microsoft Access.
* Peachtree.
* Tally.
* Windows Installation.
* Software Installation and Troubleshooting.
* Basic networking skills and Troubleshooting.
* Browsing and E-Mail Drafting.
* Scanning Documents.

**PERSONAL DETAILS:**

Date of Birth : December 19th, 1990

Religion : Islam

Nationality : Pakistani

Marital Status : Single

Iqama Status : Transferrable Iqama

**REFERENCES:**

Can be furnished on request.