**SURANDAR**

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**Summary**

I have completed Master of Science (MSc) in International Banking, Finance & Risk Management and also Masters of Business Administration (MBA) from the United Kingdom. I am an ambitious and motivated finance professional. I am focused on developing my skills in Banking & Financial sector thereby contributing towards growth and success of an organisation.

**Skills**

• Accountant • Account Payable

• Account Receiveable • Financial reporting

• Cost Accounting • Bank & general ledger reconciliation

• Risk investment analysis • Financial analysis

• Microsoft Office • Strong interpersonal skills

**Work History**

**Associate (Part time job) September 2015 - September 2016**

**Tkmaxx, High Street Kensington, London, United Kingdom**

* Worked in large fashion establishment Company as store Associate,
* Worked as part of a team to receive stock deliveries and provide customer service.
* I always provide an excellent service to fellow employees and customer alike.

**Team Member ( Part time job) March 2013 - April 2014**

**The Orridge Company, London, United Kingdom**

* Worked as members of a team, work together to physically audit stock for our clients and enter information into Orridge equipment.
* Stock to be counted varies, depending on the client and location to be audited.

**Manager December 2010 – March 2012**

**SDS Warid Telecom Franchise, Pakistan**

* Delivering daily performance reviews worked as a Leader for the whole team with the most successful in our area highly motivated, creative, reliable, competent, supportive and hard working person.
* Friendly, easy going in nature and very professional communication skills Build & maintain cordial relations with customers.
* Engage in providing services & information to all the customers.
* Developing and implementing new administrative systems, such as record management.

**Accountant January 2008 - November 2010**

**Amar Shaheed Trading Company, Target Zarai Markaz, Ali Akbar Group, Pakistan**

* Prepare, examine, and examine accounting records, financial statements, and other financial reports to assess accuracy, completeness, and conformance to reporting and procedural standards.
* Evaluate business operations, trends, costs, revenues, financial commitments, and obligations, to project future revenues and expenses.
* Develop, maintain and analyze budgets, preparing periodic reports that compare budgeted costs to actual costs Establish tables of accounts, and assign entries to proper accounts.
* Increased company revenue by 6% over a 3-months period by selling various investment products.
* Reconciled debt reports, margin reports, and trade settlement reports reaching in-house goals and objectives.
* Assessed clients’ financial situations to develop strategic financial planning solutions.
* Selected investments based on quantitative analysis of stock performance, financial rations, and financial reports.

**Education**

**M.Sc: International Banking, Finance & Risk Management (2016**)

Glasgow Caledonian University, London, United Kingdom.

Bank Management, Operation Risk Management, Financial Services Regulation, Financial Securities Analysis, Ethics & Corporate Governance:

Member of Chartered Institute for Securities and Investment (CISI)

**MBA. Master of Business Administration (2013)**

University of Bedfordshire, Luton, United Kingdom.

Information systems strategy, Managing data, Accounting for Managers, Marketing Managers, Managing Operations, Leading People in Organizations, Executive Development.

**M.A Economics (2007)**

Shah Abdul Latif, Khairpur University, Pakistan

**Bachelor of Arts (2005)**

Shah Abdul Latif, Khairpur university, Pakistan

**Languages**

English, Hindi, Urdu & Sindhi