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|  |  **Curriculum Vitae** **SYED****SYED.347660@2freemail.com****Subject:** **Looking for a job****OBJECTIVE:**To build my career in a creative and innovative organization where knowledge sharing is the norm to get success and to serve the humanity by applying my personel skills,confidence and potentialities. I believe in hard work, information sharing and team work.**EDUCATION:****BBA (Hones) Specialization in Finance Grade-70%.** (2008-2012)Gomel University D I Khan.**Fsc Pre- Medical (2005-2007) Grade-68%.**Al asar public school and college Kohat.**Matriculation-Science (2003-2005) Grade-65%.** Al asar public school and college Kohat.**PROFESSIONAL EXPERIENCE:** 1&1/2 year experience as a **Counter** **Salesman** **in Al Jessor building material&Trading LLC Dubai UAE.** (From 1st January,2015 to 31 July,2016).1&1/2 year experience as an **Accountant in HRL Islamabad.** (From 15th July 2013 to 31 st October,2014). Worked as a **Tally and Peachtree Accountant.****6** months experience as an **Internee** in Allied Bank Ltd. (From 1st December,2012 to 31st May,2013).DUTIES&RESPONSIBILITIES:**Sales Experience:*** Welcomed customers as they were arrive with smile.
* Explained product feathers and warranty agreements.
* Maked computerize bills for customers on counter.
* Handled cashier duties by taking cash or cradit cards in exchange of goods sold.
* Managed sales returns and exchanges.
* Arranged and handled stock transfer from one location to another.
* Ordered for new and competitive stocks.

**Accounting Experience:*** Prepared Profit and Loss statements,monthly closing and cost accounting reports.
* Arranged General ledger account,cash flow statements&all financial statements.
* Analyzed and reviewed Budget,Revenues,Expanses,Payroll enteries,Inovices,Account Payable and Account Receivable.
* Balanced Monthly reports and Proposals for the use of junior and senior financial Managers.

**Banking Experience:*** Received and counted cash at the beginning and at the closing of shifts.
* Identified customers,validate and cash checks.
* Received cash and checks for slip deposit.
* Processed cash and checks withdrawals.
* Performed spacialized tasks like preparing and verifying checks and personel money orders.
* Verified and received loan and utility bill payments.

**ACADEMIC RESEARCH & INTERNSHIP:*** **Internship** in National Bank of Pakistan.
* **Research** at the completion of the Degree.

**PROFESSIONAL SKILLS:** **: Computer Skills*** MS Office **(Excel, Power point, Internet).**
* Computerized **Tally Accounting Software.**
* Computerized **Peachtree Accounting Software.**

**Professional Skills:*** Spoken English Certificate from **Academy.**
* Basic English Certificate from **University.**

**AWARD:**Laptop given by the **Chief Minister** on Academic Career.**LANGUAGES:*** English
* Urdu
* Pashto

**REFERANCES:**Available at request.All details and certificates of education and work experience can be presented on demand. |
|  **Nationality :** **Pakistani** **Religion:** **Islam** **Gender:** **Male** **Marital status:** **Married** |