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|  | **Curriculum Vitae**  **SYED**  [**SYED.347660@2freemail.com**](mailto: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** |