

Ghulam

ACCOUNTS & FINANCE

PROFESSIONAL

Ghulam.348261@2freemail.com

**PROFESSIONAL SUMMARY**

An accounts and finance professional with MBA degree and 8 years’ experience under his belt; having hands on experience of all leading tools and adept to work with multiple teams of varying backgrounds to deliver the optimum results.

# EDUCATION

### **MBA (Banking and Finance)**

Hailey College of Banking & Finance, University of the Punjab, Pakistan 2012 - 2016

**B.COM (IT)**

University of the Punjab, Pakistan 2004-2006

**PROFESSIONAL EXPERIENCE**

Travel 92 (Pvt) Ltd

**Senior Accountant**

Reconcile bank statements & maintain liaison with banks.

Verifying, allocating, posting and reconciling accounts payable and receivable MIS reporting to Financial Manager

Analysis & reporting of financial data & financial statements Managing company ledgers & verify daily reports

Assist with annual budget preparation as required

Prepare journal entries & analysis of accounts as required Assist with payroll administration

Management of petty cash transactions

Prepare periodic & ad-hoc management information reports as requested Processing & recording business expenses & office expenditures

**Union Enterprises**

### **Finance Officer cum Accountant**

#### PROFESSIONAL SKILLS

ERP

 MS Office

#### PERSONAL SKILLS

Interpersonal Communications Adaptability Critical Thinking Teamwork Fast Learner

**Area of interest** Accounts & Finance Administration Management

Implement financial policies & budgets; Maintain cash control

Establish, maintain & reconcile the general ledger Process supplier’s invoices

Ensure security for all credit cards and verify charges

Assist with annual audit

Reporting to Manager

Ensure transactions are properly recorded & entered into computerized accounting system.

Prepare & reconcile bank statements

## CERTIFICATIONS & MISCELLANEOUS

* + - * I got a certificate of Associated Public Accountant (Inter) from Pakistan institute of Public Finance and Accountant with one paper left from Final Stage to complete the APA
			* I got Certificate of Computer Sciences from Waris Computer College Lahore with Microsoft office Package, a three month short course which included (Microsoft Excel, World, Power Point)