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| liniaImran.353001@2freemail.com ImranCareer ObjectiveTo pursue growth of my career in a competitive and challenging work environment which will enable me to learn, grow and substantially build on my knowledge, and by using my experience and capabilities at the same time give me an opportunity to contribute to the growth of organization where I work.Personal Profile |
| linia  |
|  |  **Date of Birth:** 10/12/1991**Nationality:** Pakistani**Visa Status:** Visit Visa |
| Qualification |
| linia |
| **2013** Master in Commerce (University of the Sargodha, Sargodha) 3.21 CGPA **74%****2011** Bachelor in Commerce (University of the Punjab, Lahore) 1005/1500 **67%****2009** Diploma in Commerce (Punjab Board of Technical Education, Lahore) 877/1200 **73%****2007** SSC (Board of Intermediate &Secondary Education, 551/850 **65%** Faisalabad)  |
| Professional Experience |
| blank.jpgliniasml_logo**2014-15 Thermo Block Gulf Factory LLC, Dubai UAE** 21-Jul-2014 to 24-Aug-2015 worked as Accountant General in Thermo Block Gulf Factory  **Duties & Responsibilities:*** Prepares financial statements as per IAS1
* Bank Reconciliation Statement[‎](http://www.google.ae/aclk?sa=l&ai=CH334H0eVU9nLOqqmjAbS-oDADLC5mI8H0Niz3pcB-LWwrUoQBCgEUIfqtf8EYJF2oAH4pYXDA8gBAakC4V3k_lZFkj6qBCJP0PCg7S8ztHoBUzUQvtYbOvaY218xksKG_ayLEbxbLNACoAYsgAfw2fo8iAcBkAcC&num=7&sig=AOD64_09Zc3jGpe4gn0gW7ZGxffWwLpNhA&rct=j&q=&ved=0CL4BENEM&adurl=http://www.dzooom.com/dubai/classifieds/item/tally-erp9-the-complete-inventory-and-finance-management-software/6239)
* Prepare sales invoices and also deals with customer claims and their reconciliation
* Deals with purchases, stocks and vendors
* Prepapre payments for supplier in PDC Cheques using Analyst (Cheque Printing Software)
* Reconcile vendor statement and processing of their payments
* Prepare ageing analysis for customers
* Reconciliation of control account with their subsidiary ledger
* Process payroll and overtime through WPS
* Handle daily cash payments and cash receipts
* Maintains Fixed Assets

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| * 1. **Shakarganj Mills Limited Bhone, Jhang (Punjab) Pakistan**
* 10th October 2011 to 25th May 2014 worked as Accounts Officer in Finance & Control Department at Oracle Database Applications.

**Duties & Responsibilities:*** Ensure proper booking of operational business transactions into company’s general ledgers
* Prepare vouchers, financial statements, and taxation
* Prepare invoices for high profile clients
* Develop and implement accounting policies, procedures and internal controls to help strengthen the accounting and reporting structure
* Input journal vouchers to pay appropriate invoices
* Monitoring and recording company’s expenses
* Prepared weekly confidential sales reports for presentation to management
* Cashbook reconciliation
* Preparation of employees’ payroll monthly

 **2011 Internship at MCB Bank Limited, Branch Code 0349 Jhang (Punjab) Pakistan** I have completed 90 days internship at MCB Bank Limited and learned there:* Experience in customer care, interacting with all customers and colleagues well
* Excellent problem-solving skills and a diligent follower of policies and procedures
* Able to work productively and instinctively with good initiative
* Confident in communicating and presenting at all levels
* Able to deliver an exceptional customer service, processing transactions smoothly
* Attention to detail, taking responsibility to carry out checks for any fraudulent activities
* Prepare letters to be sent to customers whose cheques have been returned for lack of funds
* Analyzing financial reports.
* Opening new bank accounts for individuals
* Cash management

linia**Computer Skills*** Professional knowledge of MS Office package
* Experienced in working on Tally 9.0
* Internet Browsing, Uploading and Downloading
* Complete knowledge of software installation and operating
* Professional knowledge of computer hardware
* Professional knowledge of Oracle Applications

AdditionalSkillslinia |
| * Analytical mind to identify problems and implement effective solution
* Hard worker and confident
* Team player and can work alone
* Works confidently in team environment.
* Relates well with diverse Nationalities
* Self-Motivated, initiative, high level of energy
* Interpersonal Communication Skills
* Continuous Improvement
* Personnel Supervision
* Stress &Time Management
* Safety Conscious
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