Summary  
In my most recent assignment I have demonstrated my ability to quickly pick up a broad range of tasks from statutory accounting through to auditing for international accounting requirements as well as researching areas new to me for company projects.

In my previous recruitment sector positions I initiated and developed the monthly management reporting from divisional level down to location and team level, creating the ability to manage profitability down to a macro level. I also developed client activity/requirement profiling and candidate skill set analysis enabling more efficient and better-focused sales and marketing activity.

Core Competencies

* Financial Analysis
* Forecasting
* Budgeting
* Month-End Close
* Reporting
* Valuation
* Financial Modelling
* Project Planning
* Financial Statements
* Vendor Management
* Budgeting
* Inventory Handling
* Stock Management
* Ledger
* Bank Accounts Mgmt.
* ERP Experience

Career Achievements

* Performed revenue recognition, analysis and forecasting that improved the company’s reporting system by over 30%, by implementing correct authoritative literature.
* Provided technical expertise to Operations and Finance personnel relative to the analysis and forecasting of inventories and unit cost data.
* Initiated strategic revenue planning and forecasting on a forecasting team for gross revenue, net revenue, and gross margin, while retrieving information from different sources.
* Awarded with a 120% bonus after successful completion and positive utilization of the training workshop on Sage MAS 200 – accounting software and the POS software (Retail- Pro)

Professional Experience

Unilever Pvt. Limited *April 2014 to Jan 2017*  
 **Accounts Executive**

* *Accruals & prepayments*
* *Debtors & Creditor*
* *Budgeting*
* *Monthly P&L*
* *Year End Audit Process*
* *Accounts Payable*
* *Payroll*
* Making conclusion analysing financial data and statements.
* Involved in producing and analysing year-end financial accounts.
* Liaising with the company's auditors.
* Effectively handled accounts payable and accounts receivable activities.
* Saved annually by reducing fixed spending 10% and variable overhead spending 19% through a variety of cost-improvement initiatives.
* Improved the accuracy of budget forecasts
* Established good working relationships with customers/clients.

DEOVEN *August 2011 to March 2014*  
 **Assistant Accountant**

* Preparing sales invoices & the upkeep of an accurate accounts filing system.
* Preparation and input of month end journal vouchers.
* Debtor and Creditor reconciliations.
* Preparation of various reports for senior managers.
* Responsible for financial accounts including budgets and cash- flow.
* Conducting regular business reviews of financial performance.
* Trained and supervised the new employees, ensuring they maintain fastidious attention to detail
* Fixed Asset accounting, reconciliations and depreciation journals.
* Debtors & Creditor control accounts
* Ensuring that information is accurately collated & entered into systems.
* Preparation of bi-weekly invoice and expense claim payment runs.
* Assist in the preparation of monthly balance sheet account reconciliations.
* Inputting of supplier invoices and employee expense claims to the ledgers.

Academic Qualification

ACCA (Associate Chartered Certified Accountant  
 *British Council, United Kingdom (Mar-2009 to Feb-2013)*

Bachelor of Commerce (June 2006 to 2008)  
 *Punjab University, Lahore, Pakistan*

Computer Skills

* MS Office Sage ERP Peachtree Tally
* MS Dynamics Candela QuickBooks