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|   | **Contact C/o 0504973598**Ali.357773@2freemail.com  |



ALI

**Objectives**

Knowledge is my tool, experience is an asset and struggle is my life. These are my keys to success to open new horizons to serve my organization. So I am seeking a position that will ensure continued professional growth, offered by an environment in which advancement is based on the strength of individual to the realization of organization goals.

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| **Qualifications** | **ProgramInstitute**  **B.A Allama Iqbal Open University****F.ALahore Board Pakistan****MetricLahore Board Pakistan** |
| **Personal Details** | **Date of Birth Aug10, 1990****Marital Status Single** **Domical Punjab****Religion Islam** **Nationality Pakistani**  |
| **Inspiration** | * **Confident, ability to learn and adapt to a new environment.**
* **Efficient, result oriented, committed.**
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| **Skills** | * **6 Months Course of M.S Office (Word, Excel, Power Point) from Nemcon College**
* **3 Months Course of Spoken English From Skills College**
* **2 Months Course of AUTOCAD 2D-3D (Drawing Basics,2D & 3D Modeling,3D View & Solid with Editing, Use of Materials)**

**From Brains College** |
| **Area of Interest** | * **Internet Surfing**
* **Book Reading**
* **Keep in Touch with Business affairs**

**Continental Bearing Impex(Koyo Importer & Distributor From Jul-15 to Mar-2017)****Job Responsibility as anAccounts Officer*** Maintain the Record of Stock
* Maintain the Parties Ledgers.
* Prepared Salary Voucher
* Bank Reconciliation Statement.
* Make Correspondence with in and Out Side Office.
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| **Work Experience** | **STS & SONS (Butt Sweets & Bakers From Jan-12 to May-15)****Job Responsibility as an Accounts Officer*** Worked on Pay Roll, Inventory&Financial Software
* Report to Chief Accountant & Management.
* Verification of Daily Voucher Posting.
* Prepared Accounts Vouchers.
* Maintain the Record of Creditors.
* Maintain The Parties Ledgers.
* To Help in Preparation Monthly and Annual Accounts.
* Make Correspondence With in and Out Side Office.
* Any Documentation Assigned by the Management.

**Swift Logistics (Courier Company From 2007 to 2011)****Job Responsibility as an Operation Officer*** Coordinate of incoming and outgoing mail
* Maintain delivery records
* Booking of All Bulk & General Shipment
* Update All Delivery Data Daily
* Monthly Billing of All Clients
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| **Reference** | **Will be provided on demand.** |