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|  | **Contact C/o 0504973598**  [Ali.357773@2freemail.com](mailto: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.** |
| **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. |
| **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 |
| **Reference** | **Will be provided on demand.** |