****

**360835**@gulfjobseekers.com

|  |  |
| --- | --- |
|  EXPERIENCEMedina Dairy LTD UKFrom January 2012 to March 2016.2)Riphah International UniversityFrom October, 2010 to July 2011. 3)Nasirabsar & Co.(Pvt.) Ltd. IslamabadFrom Jan, 2009 to Oct,2010Non Profit OrganizationsHealth sector QualificationComputer Skills:Reference: | **OBJECTIVE:**To explore my energies and talent for achieving self-realization, to satisfy appetite for challenges and considerable practical experience across the, internal audit function, finance function, particularly in financial accounts, customer services, development & re-engineering of systems.To contribute towards the growth and development of a dynamic organization where opportunities to grow both professionally and personally are ample.**PROFESSIONAL PROFILE:** * Performance-driven, professional with 5+ years of continuous advancement
* Expertise in auditing and accounting.
* Proactive self-starter with track record of initiative, personal responsibility, ownership of work and reputation for removing obstacles and making things happen.
* Computer-literate performer with extensive technical proficiency covering wide range of applications and platforms, including MS Excel, MS Word and MS Office.

**AREAS OF EXPERTISE:**Auditing Financial Statements Inventory Audits Records Examinations Accounting Software **PROFESSIONAL EXPERIENCE:**Accountant* Prepare Sale Budget; allocate salesman wise targets and analysis negative variance if any.
* Preparation of payment detail documents (Delivery Challan, Bills, Purchase requisition, Purchase Orders and GRIRS.
* Monitoring Trade Receivables/ Payables.
* Customer/ Supplier Analysis.
* Customer Satisfaction analysis
* Cash/ Cheque Disbursement.

Finance Officer* Preparation of bank “**reconciliation statement**.
* Preparation of Financial Statements.
* Preparation of payment detail documents (Delivery Challan, Bills, Purchase requisition, Purchase Orders and GRIRS.
* Preparation of Student debit advices and credit advices
* Posting of Accounting Transactions.

Audit Officer.I have been engaged in the planning and execution of various assignments, review, evaluation, designing and documentation of policies, procedures and accounting & internal control systems. I possess comprehensive knowledge of business, internal controls and accounting systems. I have worked on assignment of different nature i.e. Internal and External Audit.* During my jobs I have completed the following assignments:
	+ Islamic International Medical College Trust for the year 2009-10.
	+ Riphah International University for the year 2009-10.

Pakistan Railway HospitalIslamic International Medical Complex.Raazi Hospital.**PROFESSIONAL QUALIFICATION:**Level 7 Diploma Diploma in Strategic Management and Leaderhip from Edexcel UKMBA FinanceFrom National University Of Modern Languages Islamabad in 2009.MAJORS:Investment And Portfolio Management. Cost accountingFinancial Accounting Business LawCorporate Restructuring Information Technology.EDUCATION* Bachelors in Commerce.
* ICS. (equivalent to A-Levels).
* SSC (equivalent to O-Levels).

**SKILLS, TRAINING AND COURSES:*** I have excellent work experience and knowledge of Microsoft Office and I am quite adept at Microsoft Excel and Word.
* Working Knowledge Of CMS (Campus Management System).
* I am fully conversant with the use of ‘Peachtree’ and used it as office tool.
* Installation of various types of operating system like Windows and other computer softwares.

Will be furnished upon request. |