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| EXPERIENCE  Medina Dairy LTD UK  From January 2012 to March 2016.  2)Riphah International University  From October, 2010 to July 2011.  3)Nasirabsar & Co.(Pvt.) Ltd. Islamabad  From Jan, 2009 to Oct,2010  Non Profit Organizations  Health sector    Qualification  Computer 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 UK MBA Finance From 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. |