***Usama***

Email: ***Usama.362239@2freemail.com***

Visa Status: Visit

Valid until : 13-June-2017

PERSONAL STATEMENT

A position as an active employee, involving responsibility and working with others as a team member to achieve advancement and growth for the company.

Profile in Brief:

Qualified MBA Professional Having 1 Year of Experience as an Assistant Accountant in a Clothing Sector (Eden Robe)

Qualification**:**

MBA in Accounting & Finance 2017

B.com 2013

FSC – Pre-Engineering 2011

Work Experience:

*Eden Robe (2016 – Present)*

 **Accounts Payable**

* Enter invoices
* Reconcile bank statements
* Financial reporting
* Credit collections

**Accounts Receivable**

* Maintain collections data
* Print monthly A/R Statements
* Record money due for receivables
* Follow-up phone calls on past due invoices
* General Journal entries
* Enter data into accounting package
* Analyze Data
* Reviewing documents for accuracy

KEY SKILLS AND COMPETENCIES

Strong skills in leadership; ability to quickly build relationships, establish trust, train people of all levels to achieve their potential while attaining corporate objectives.

Professionalism, positive attitude, dedicated to excellence, and excellent ability communicate effectively with senior management, associates, and customer.

Efficient with accounting package software. (Tally, QuickBooks)

PERSONAL SKILL

Building relationships

Smart appearance & presentable

Highly motivated Social skills

 Ability to respond to timeframes and deadlines with pace

 IT Skills:

Efficient user of MS Office (including MS Word, Excel, Power Point & Outlook)