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| Personal InformationDate of Birth: 04-June-1993Religion: IslamMerital Status: SingleVisa Status: Visit VisaExpiration: 11-July-2017 |
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| AteeqAteeq.362591@2freemail.com Accountant |
| Summary |
| **Vision:** A comprehensive Specialization on each aspect of Applied Business Management.**Mission:** Reaching global and working with diversity to attain highest possible level.**Objective:** Mingle of self-motivation and can do approach along with KSAs, leading others myself in the field of Business Administration. |

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| Work Experience |
| **Accountant** **Jan-2015 – Feb-2017**Sadaqat Limited Faisalabad, Pakistan* Checking & verifying Dues Calculation.
* Checking bills of water supply.
* Enter Invoices against PO (Processing Store).
* Matching Invoices with PO.
* Checking Full & Final Settlements.
* Full & Final disbursement to employees.
* Enter purchase vouchers relating to Stitching Store.
* Compiling daily activities.
* Checking & Working of Utility Bills.
* Posting Vouchers of monthly Store Consumption (Main Store & Accessories Store).
* Checking and finalizing local and in house sale of Processing.
* Accounts Receivable Reconciliation and its reporting to Managing Director.
* Prepare Reports and Financial data, its charts and Graphics.
* Prepare Bank Reconciliation statements, and also Reconcile all ledger Accounts of Parties on weekly and monthly.
* Posting purchase Invoices after checking relevant documents.
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| Skills |
| Soft |  | Hard |
| Communication* Ability to Work Under Pressure.

Decision Making.AnalyticalSelf-MotivationTeamwork |  | Oracle ERP InventoryOracle Accounting and FinanceSAP FI – Training EDMicrosoft Office (2007-2010)Microsoft Excel Advance |
| Education |
| **Master of Commerce(M.com) –2014**University of The Punjab Lahore, Pakistan In **1st** Division Intermediate In Commerce(I.com)–2009Board of Intermediate and Secondary Education, Pakistan In 1st Division | **Bachelor of Commerce(B.com)–2011**University of The Punjab Lahore, Pakistan In 2nd DivisionMatriculation–2007Board of Intermediate and Secondary Education, Pakistan In 1st Division |

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