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| |  | | --- | | Personal Information  Date of Birth: 04-June-1993  Religion: Islam  Merital Status: Single  Visa Status: Visit Visa  Expiration: 11-July-2017 | |  | | |  | | --- | | Ateeq  [Ateeq.362591@2freemail.com](mailto:Ateeq.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. |  |  | | --- | | 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. |  |  |  |  |  | | --- | --- | --- | --- | | Skills | | | | | Soft |  | | Hard | | Communication   * Ability to Work Under Pressure.   Decision Making.  Analytical  Self-Motivation  Teamwork |  | | Oracle ERP Inventory  Oracle Accounting and Finance  SAP FI – Training ED  Microsoft 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)–2009  Board of Intermediate and Secondary Education, Pakistan In  1st Division | | **Bachelor of Commerce(B.com)–2011**  University of The Punjab Lahore, Pakistan In 2nd Division  Matriculation–2007  Board of Intermediate and Secondary Education, Pakistan In 1st Division | | |