**CURRICULUM VITA**

**Sheraz**

**Sheraz.363220@2freemail.com**

|  |  |  |
| --- | --- | --- |
|   |  | photo |

**Profile summary**

BBA Finance qualified and experienced Accountant, Research Analyst,Capable of administrating duties within the domain of business feasibility studies, ratio analysis,financial statement analysis, business equity valuation. A young dedicated professional, who can bring to your business: passion for his work, productive and viable financial / business ideas, enthusiasm and proven work skills Possess excellent analytical.Now looking to start a new challenging position to meet my competencies, capabilities, skills, education and experience .

**Career Level**

|  |  |
| --- | --- |
| **Career Level** | one Year (1) professional experience+One year labour experience |

**Work Experience**

1. 10 months work at Farhan Vagetables Oil mills Pakistan in accounts depertment (Jun 2016 to March 2017)
* Preparing and analyzing accounting records and financial statements reports.
* operations, trends, costs, revenues, financial commitments, and obligations, to project future revenues and expenses or to provide advice.
* A voiding outstanding expenses and managing the petty cash
* Establishing table of accounts
* Handling ledger accounts and keeping the check for any invoices or payments
* Providing support to client in front of taxing authorities during litigation involving financial issues.
* Assist in the daily operation of the department
* Other Administrative works as and when required.
* Research Analyst,Capable of administrating duties within the domain of business feasibility studies, ratio analysis,financial statement analysis, business equity valuation.
* Ability to analyze real business situations; review the problems associated with it and develop and implement appropriate solutions for the same.
1. Succesfully Completed 6 weeks Internship at United Bank Pakistan.(2015)
2. One year as Labour work experience. (2005)

**Educational Qualification**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Degree** | **Session** | **Marks Obtain** | **Institute** | **Degree Attestation** |
| BBA (Hons)Finance | 2012-16 | 2.84/4 CGPA | University Of Gujrat,Gujrat Pakistan | HEC PAK,MOFA Pak,UAE embassy Islamabd Pakistan |
| I.comcommerce | 2010-12 | 763/1100 | Punjab College,Gujranwala, Pakistan | IBCC PAK,Ministry of foreign affairs Pakistan |

**Technical Skills**

* Windows,Microsoft Office, PowerPoint and excel.internet and E-mail
* Good analytical skills
* Financial Analysis

**Achievements/Awards**

* Workshop award on Forex capital market **( 2016)**
* Performance awards for different subjects in I.com **( 2010-2012)**

**Languages**

|  |  |  |  |
| --- | --- | --- | --- |
| **Language** | **Read** | **Write** | **Speak** |
| English | Fluent | Fluent | Fluent |
| Urdu | Advanced | Advanced | Advanced |