**OBJECTIVE**

To obtain a responsible position in the company where my educational background, Skill, work experience and accomplishment would have valuable application and such an environment where I can groom my abilities based on my educational background as well.

**WORK HISTORY**

**“DAEWOO ENGINEERING & CONSTRUCTION CO. LTD. Muscat Office (08 Years)**

**Assistant Manager Accounting & Administration (2008-2016)**

* Preparing and record all the revenue & expenditure for the project.
* Handling monthly & periodically reports for management, including tax auditing with external auditor.
* Prepare, analyze & supervise all the accounting transactions and also prepare the procedure to effective control.
* Handling the petty cash for the project.
* Responsible for preparing Accounts Payable & Receivables.
* Maintain Fixed Assets and calculating depreciations.
* Preparing all reconciliations with banks etc.
* All administration work for the branch office
* Responsible for Muscat Branch control Human Recourse/ Payroll Department.

**“TAMIMI GLOBAL CO. ” Dammam Office**, (6 years)

**Assistant Manager Accounting & Administration** (2002- 2008)

* Perform all the accounting functions for the project.
* Prepare, analyze & supervise all the accounting transactions and also prepare the procedure to effective control.
* Based on monthly, quarterly & yearly sales & revenue preparing reports for management.
* Manage the forecasted budget & revenue.
* Management of all cost & revenue data.
* Customer relations with the customers.

 **“M. A. JINNAHCOLLEGE OF COMMERCE” Jhelum Office** (2 years)

**Accounting Officer** (2000-2002)

* Monitoring & preparing all accounting jobs.
* Responsible for the management report writing.
* Handle procedures for effective control of cost & revenue.
* Preparing budget allocation s for departments.

**EDUCATION**

**MA** University of Punjab, Lahore, Pakistan.1999

**BA** (English & Economics) Govt. Degree College, Jhelum, Pakistan.1996

**Membership**

Toaster master

**Driving License**

Valid Omani & Saudi Arabian Light Driving License

**LANGUAGES**

English, Arabic, Urdu, Punjabi

**COMPUTER SKILLS**

MS Office, SAP, QuickBooks,

**PERSONAL STATISTICS**

Male. 39yrs. Married.

**REFERENCES**

References are available.