

Pir

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CAREEROBJECTIVE:

To work in a well-reputed organization to achieve a position of trust and responsibility within the organization and grow with it and to be associated with a challenging position where my academic and professional education can be best utilized.

CAREER PROFILE/SKILLS:

* Communication and Interpersonal skills
* Very Cooperative and committed individual
* Adopt changes according to the Environment
* Confident and self motivated with the ability to Accept challenges
* Ability to Multitask and a Good Team Player

PROFESSIONAL WORK EXPERIENCE:

Organization: Muneer Builders privet Limited

(A common Construction company of Pakistan)

Tenure: February 2016 – February 2017

Designations: ACCOUNTANT

Responsibilities:

* Preparation of Cash Book of Company, Suppliers and Contractor
* Preparation of Bank Reconciliation Statement
* Preparation of Payroll sheet for Employees and Labors
* Supervision of Store inventory
* Preparation of Employees and labors attendance detail

Achievements:

* Awarded as best Employee during one year contract (Awarded in form of Cash)
* Successfully Completed the DHA project within given time period

Organization: Moon Marketing privet Limited

(Leading Real Estate Company of Pakistan)

Tenure: March 2012– January 2016

Designations: ACCOUNTANT

Responsibilities:

* Preparation of Accounts through Tally ERP
* Preparation of Day book and petty cash book on Ms Excel
* Deal all Bank accounts located in different banks
* Prepare Cash Flow statement of Customer
* Preparation of Bank Reconciliation Statement
* Supervision of all branch Accounts located all over the world
* Responsibility to Provide Data for Internal Audit
* Preparation Financial And Marketing Strategy for Coming Projects
* Admin Duties as per assign by GM and CEO

Achievements:

* Awarded Appreciation Letter for Best Employee
* Completed Three Big projects (Record in Real Estate Industry)

Organization: Live Stock and Dairy Development Boar

(Central Beverages Organization)

Tenure: January 2011 –February 2012

Designations: ACCOUNT OFFICER

Responsibilities:

* Assist to Accountant on Daily routine work
* Preparation of daily voucher (Cash/Bank, Payment/Receipt)
* Maintaining of Cash book and day book manually
* Preparation of bank Reconciliation statement
* Ant duty assign by Accountant

Achievements:

* Completed one year Contract with excellent practices

ACADEMIC EDUCATION:

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| DEGREE | EXAMINING BODY: | YEAR |
| Masters of Business Administration | COMSATS Institute Wah campus | 2009 |
| Bachelor in Commerce | Arid University Faisalabad | 2007 |

CERTIFICATION/ ADDITIONAL SKILLS:

* MS Office (All versions, MS Word, MS Power Point and MS Excel)
* MS Excel (MS Formulae, Reports Automation, Presentations)
* Tally ERP (Good practical utilization in all aspect)

TRAININGS & WORKSHOPS:

Distribution Team Management – COMSATS Year - 2007

* Certificate awarded for attending the seminar on “Distribution Team Management”

Conducted with Bradford University UK.

Tally GURU Training Year - 2014

* Intermediate and advance levels of Tally ERP.

PERSONAL INFORMATION:

Date of Birth : 08 February, 1987

Driving License : No

Religion : Islam