

IMAD.366388@2freemail.com

Imad

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| Objective |  | Seeking a progressive and challenging position in a well reputed organization where I can utilize my knowledge, skills and abilities in an efficient manner |
| Skills & Abilities |  | Quick Book enterprise Solution version 2016Proficient in TallyMicrosoft office version 2016Strong ability and commitment to interact with clientsBusiness Communication Skills Adaptable and flexible Ability to multitask Passionate to work in difficult environment’s and in stressful critical situationPresentable and ConfidentDetail oriented personExcellent research skillsGood Analytical skills and organizedKnowledge of IFRS and IASCan work both in group and work independentlyPositive attitude towards team management and leadershipTime Manageable PersonTyping Speed 30 per minute  |
| Experience |  | accountant, fATA Development aUTHORITY, PeshawarJAN, 2009 TO DEC, 2012Management of Cash inflow out flow and issuing invoices and maintain stock record daily bank deposit slips and issuing receiptsPrepare and submit weekly/monthly reports.Reporting to senior managerHelping in the calculation, posting of financial statements/reports, records.Accountant, mEDicon PharmaJAN, 2006 TO DEC,2008Administrative Experience Bank and intercompany account reconciliationsHelp with reviewing/ Monitoring expenses of expenses etc. as assigned.Maintain Journal and Ledger month/year end closingpost journal entriesUpdating Accounts Receivable and Accounts Payableprepare reportsupdating data in database to make sure it’s updatedPetty Cash Cash in hand Credit CollectionAdministration/maintaining Inventory Help external auditors in the preparation of monthly/yearly closingsMange Cash flows from different Sales Manager of different regionsIssues Invoice and keeping record of invoices.Help with reviewing/ Monitoring expenses of expenses etc. as assigned Adhoc work/projects |
| Education |  | INSTITUTE OF MANAGEMENT SCIENCES- Peshawar- ms/m.phil (finance)January 2013, to December 2016CGPA 2.77Research Project on Impact of Terrorism on Economic development in PakistanImpact of Macroeconomic Variables on Poverty Reduction in Pakistan Impact of Macroeconomic Variables on Karachi Stock exchange return Impact of Risk Management Practices on Islamic Banking of Pakistan Impact of Dividend Policy on Stock Prices on Pakistan Stock Exchange Higher Education Commission of Pakistan granted Scholarship by Securing good position in the Institute of management sciences entrance test exam.Higher Education Commission of Pakistan awarded laptop under the scheme of Prime Minister Laptop Scheme.  |
| Communication |  | Delivered a Presentation to the delegation of Higher Education Commission of Pakistan at regional office Peshawar for Securing Scholarship for further study  |
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