

[IMAD.366388@2freemail.com](mailto: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 2016  Proficient in Tally  Microsoft office version 2016  Strong ability and commitment to interact with clients  Business Communication Skills  Adaptable and flexible  Ability to multitask  Passionate to work in difficult environment’s and in stressful critical situation  Presentable and Confident  Detail oriented person  Excellent research skills  Good Analytical skills and organized  Knowledge of IFRS and IAS  Can work both in group and work independently  Positive attitude towards team management and leadership  Time Manageable Person  Typing Speed 30 per minute |
| Experience |  | accountant, fATA Development aUTHORITY, Peshawar JAN, 2009 TO DEC, 2012  Management of Cash inflow out flow and issuing invoices and maintain stock record  daily bank deposit slips and issuing receipts  Prepare and submit weekly/monthly reports.  Reporting to senior manager  Helping in the calculation, posting of financial statements/reports, records. Accountant, mEDicon Pharma JAN, 2006 TO DEC,2008  Administrative Experience  Bank and intercompany account reconciliations  Help with reviewing/ Monitoring expenses of expenses etc. as assigned.  Maintain Journal and Ledger  month/year end closing  post journal entries  Updating Accounts Receivable and Accounts Payable  prepare reports  updating data in database to make sure it’s updated  Petty Cash  Cash in hand  Credit Collection  Administration/maintaining Inventory  Help external auditors in the preparation of monthly/yearly closings  Mange Cash flows from different Sales Manager of different regions  Issues 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 2016  CGPA 2.77  Research Project on  Impact of Terrorism on Economic development in Pakistan  Impact 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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