

## NAveed Visit VISA – valid till “30-JULY-2017”

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| **oBJECTIVE** |  | My goal is to become associated with a company where I can utilize my skills and gain further experience while enhancing the company’s productivity and reputation. |
| **Education** |  | **ACCA Fundamental** , United Kingdom**Higher Secondary School Certificate,** BISE Sargodha, Pakistan**Matriculation (Secondary School Certificate) ,** BISE Sargodha, Pakistan  |
| **IT and Accounting Software Skills** |  | **Tally****Oracle Financial****QuickBooks****MS Word ,Excel,** | User Level CertificationUser Level certificationGeneral User with Full automation and system designing.Advance Level User |
| **Experience** |  | accountant: Shan Departmental Store Peshawar( **Tenure 2 year)****Responsibilities:*** Account Receivables & Aging, Account Payable & accruals, financial control.
* Debt Financing, Internal control, Supervision General Ledger maintenance & management.
* Review Follow up claims Invoices, Approved Payments & Purchase Order, Fixed assets, management & disposal.
* Financial control, Debt Financing, Bank reconciliation, Credit & collection,.
* Financial Reporting, Payroll Administration, Financial Management.
* Cash Flow Management
* Maintaining Fixed Asset

assistant accountant: MASAFI SCAFOLDING SHARJAH (TENURE oNE MONTH)**Responsibilities:*** Bank & Cash reconciliation, cleared check differences, bank fee anomalies, targeted balance calculations and enhancements to online services, Bank liaison.
* Claims preparation, General Ledger reconciliations. Accounts Payable and Accruals.
* Proper Filing System, Allocation of prepaid Expenses
* Accounts Receivable, Invoices, and Bad & Doubtful Debts reports ,Adjustment & Closing entries
* Payroll management of staff including worker overtime
* Accounts Receivable, Invoices, and Bad & Doubtful Debts reports ,Adjustment & Closing entries
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| **Achivements** |  | * Design & maintain proper filing system.
* Met deadlines consistently.
* Built a strong internal control and transaction control to avoid duplicate payment.
* Reduce cost of sales by giving proper cost and benefits analysis.
* Build strong internal control to overcome theft and over expenditure.
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| **Languages** |  | English, Urdu, Pashto. |
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## I hereby certified that the above information are true and correct with all my knowledge and also to the help of our ALLAH. After you’ve reviewed my resume, I would welcome an opportunity, and believe that my serivices & skills will be added value to your company’s goals. I would prove my self and become a vital member and asset of your organization.

## Naveed