

## 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 Certification  User Level certification  General 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 | | |
| **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. | | |
| **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