

**Areas of expertise**

* *Good in the following software:*

# *Microsoft Word*

# *Microsoft Excel*

# *Microsoft Access*

# *Microsoft PowerPoint*

* *Quick Books*
* *Peech Tree*

**Personal Skills**

* *Sympathetic attitude*
* *Good listener*
* *Presentable & articulate*
* *Quick Learner*
* *Meeting & building up a friendly atmosphere*

**Personal Details**

Visa:Visit Expire on 07/17
Date of Birth 17/05/1989s

**Raheel**  *E-mail:****raheel.369493@2freemail.com***

**Academic Qualification**

* **Masters In Business Administration (Marketing)**

The University of Lahore, Pakistan. (2017)

* **Bachelor In Commerce**

University of the Punjab, Pakistan. (2010)

* **Intermediate In Commerce**

BISE Lahore, Pakistan. (2008)

* **Matriculation**

BISE Lahore, Pakistan. (2006)

**Work Experience**

* **Accountant at Al-Hamd floor mills shaikhopura,Pakistan.**

**June 2015 to Sep 2016**

* Maintaining all records using QuickBooks.
* Organize Customers,Vendon and Employees information in one place.
* Create Invoices.
* Tracking sales,bills and expenses.
* Securely manage bank and credit transaction.
* Make bank deposits.
* Stock Keeping.
* Create and customize financial statements.
* Conduct a monthly reconciliation of every bank account.
* Prepare a working Trial balance directly in quickbooks.
* **Manager at Aleem Dar Cricket Academy Lahore Pakistan.**

**Feb 2014 to April 2015**

* Meeting clients from different companies and organise their annual sports events.
* Manage day & night ground bookings.
* Managing all the ground staff and coaches.
* Arranging practice sessions for members on the daily basis.
* Maintain Accounts,fee recods and ground booking recods monthly.
* Arrange monthly meetings.

**Key Skills and Competencies**

* *Patient, approachable and non-judgmental.*
* *Having a mature and professional attitude.*
* *Confident, articulate and with excellent communication skills.*
* *Good working knowledge of Microsoft Office.*

*Effectively able to work under pressures both individually and as a member of a team.*

* *Enjoy Challenges.*
* **Accountant at Malik oil & Ghee mills Faislabad, Pakistan.**

**Jan 2011 to Feb 2014**

* Maintaining all records using QuickBooks.
* Organize Customers,Vendon and Employees information in one place.
* Create Invoices.
* Tracking sales,bills and expenses.
* Securely manage bank and credit transaction.
* Make bank deposits.
* Stock Keeping.
* Create and customize financial statements.
* Conduct a monthly reconciliation of every bank account.
* Prepare a working Trial balance directly in quickbooks.

**Languages:**

* Fluent in writing & speaking, ENGLISH ,URDU.

**I declare that the above particulars filled in by me are correct and true to the best of my knowledge and belief. I hope I would be considered to work under your prestigious organization.**

**Yours Sincerely,

Raheel**