**Huma**

**E-mail:** huma.370894@2freemail.com

**OBJECTIVE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

To seek career in Accounts and Audit in a dynamic Organization, which should provide growth and opportunity, where my potential ambition and study can be effectively used for the benefit of the organization and to constantly update myself in the dynamic field of Management and Accountancy.At this stage in my career, I am eager to widen my horizons and accept great responsibilities.

**Newport’s Institute of Communication and Economics,**

**Karachi - Pakistan**

**Finance Officer** (August 2016 – Present)

Reporting To: G.M-Finance

No of Employees serving: - 100 - 500

**Responsibilities Include**:

* Analysis and Reconciliation of Parties Ledgers ( Creditors/Debtors)
* Verify all Cash Payment Vouchers, Bank Payment & Journal Voucher
* Reconciliation of Staff and Workers Advances & Loans
* Preparation of Monthly Reports Regarding Admin & General & Manufacturing Expenses
* Handling Accounts Payable and Receivable
* Monitoring/Supervision of Cash book
* Accounts/Banks Reconciliation Statements
* Recording of Remittance and other Collections
* Liaison with Bank, Vendors and Customers
* Petty Cash Check and Balance (Issuance/Reconciliation)
* Responsible for Overall Running of Accounts Smoothly
* Salaries Payment and Reconciliation
* Banks Dealing Regarding Financial Matters
* Dealing with Students regarding Financial Matters
* Preparation of Project Accounts and Reports.
* Synchronize to all Regions/Branches of Company.

**PROFESSIONAL EXPERIENCE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**N. I. D. A - Pakistan**

**Assistant Accountant** (July 2014 – June 2016)

Reporting To: Asst. General Manager –Accounts& G.M-Finance

No of Employees serving: 100 - 500

**Responsibilities Include**:

* Prepare Bank reconciliation statement every month.
* Posting to General Ledger and sub ledger.
* Reconcile sub ledger balances with General Ledger.
* Prepare bank payment Vouchers, receipt vouchers, journal vouchers.
* Get vouchers signed and forward to cashier.
* Prepare payroll & make remittances including salary forwarding.
* Preparation of Project accounts.
* Report Project Profitability to management.
* Prepare and submit Tax Returns Related to Projects.
* Prepare and Submit profitability Variance Reports to the Management.
* Create and submit government reports and tax returns related to projects.
* Liaison with External Auditors.

**EDUCATION\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

* **ACCA Affiliate – (Associate Chartered Certified Accountant)** 2016

Association of Chartered Certified Accountants, UK

* **Graduation - B. Com** 2014

University ofKarachi - Pakistan

* **Intermediate - I. Com**  2011

Board of Intermediate Education, Karachi – Pakistan

* **Matriculation**  2008

Board of Intermediate Education, Karachi – Pakistan

**COMPUTER SKILLS\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

* Microsoft Office (Word, Excel, Power point, Outlook)
* Tally ERP
* Quick books
* Peachtree

**OTHER CERTIFICATIONS& TRAININGS\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

* Certificate of Computerize Accounting (National Institute of Design and Analysis)
* Advance Diploma in Accounting & Business (ACCA Global)
* Diploma in Accounting & Business (ACCA Global)

**ACHIEVEMENTS\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

* Topper of Computerize Accounting Course – 2016
* Winner of National (Zonal) Skills Competitions – 2016 (under trade of Accounting)
* Winner of National Skills Competitions – 2016 (Certification from President of Pakistan)

**FIELD OF INTEREST\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

* Accountancy
* Financial Analysis and Reporting
* Costing, Budgeting and Forecasting
* Internal Audit

**PERSONAL DETAIL\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Date of Birth : August 06, 1992

Nationality : Pakistan

Marital Status : Single

Notice Period : Immediately

Languages : English, Urdu, Punjabi.

**DECLARATION:**

I hereby declare that the above information furnished above is true to the extent of my knowledge.-