**KAMRAN**

**E-Mail:** **KAMRAN.373390@2freemail.com**

**SYNOPSIS**





* Masters in operational Management with over 3 years of experience in Leather Products, Export, Production, Sports Goods.
* **Core Competencies & Experience:**
* Day-to-Day accounting functions
* Monthly closing and MIS Reports
* Budgeting for monthly Cash Flow
* Knowledge of ERP
* Dealing with Banks
* Knowledge of ;
* Accounting
* Auditing
* Finance

**EDUCATION**

* **Master in Operational Management (M.S.C --2014)**

Punjab University Lahore, Pakistan

* **Graduation in Commerce (B.com--2011)**

Punjab University Lahore, Pakistan

* **Higher Secondary Education (I.Com --2009)**

BISE Gujranwala.

**CAREER HIGHLIGHTS**

**Clean Touch Leather International (Pvt) Ltd.**

A leading exporter and manufacturing company having several units dealing with Leather products.

**As Accountant From. 05 Jan 2015 to Sep 2017**

**Reporting to Finance Manager**

**Job Descriptions;**

* Monitor the effectiveness of accounting system within the company including ledgers, trial balance and financial statements.
* Determining the financial objectives of the company.
* Designing and implementing Policies, Procedure and System to facilitate internal financial control.
* Prepared reports for top management review for the business financial position in areas of income, expenses, capital expenses and cash flows of the company.
* Liaison with large business related organizations and parties such as banks, payables, receivable, auditors and other parties…
* Monitoring revenues and expenses of the company.
* Review Bank Reconciliation Statements.
* Monitoring cash to avoid unnecessary expenses with the company.
* Monitoring the records of company accounting system.
* Monitors the accuracy of the process of **Wages** and **Salaries** within the company.
* Provides administrative support to **Managers** and the **General Office**.
* Monitor the effectiveness and accuracy of the following documents and process within the company.

|  |  |  |  |
| --- | --- | --- | --- |
| 1 | Receiving of All Material | 10 | Finished Goods Production Note |
| 2 | Issuance of All Material  | 11 | Finished Goods Reconciliation |
| 3 | Prepared Purchase orders | 12 | Delivery Note |
| 4 | Inward & Outward Gate Pass | 13 | Sale Return Voucher |
| 5 | Goods Receive Note | 14 | Sales Taxes Voucher |
| 6 | Raw Material Reconciliation | 15 | Purchase Voucher |
| 7 | Journal Voucher | 16 | Purchase Return Note |
| 8 | Cash Receive Voucher | 17 | Cash Payment Voucher |
| 9 | Wages adjustment sheets |  |  |

**IT SKILLS**

* Windows /XP /Vista/Seven/Eight.
* Expert in “ERP.
* Expert in “Excel”.
* Proficient in MS Word, Outlook, Internet…..
* Expert in “ Iris Pixel”,

**PERSONAL DOSSIER**

Date of Birth : 1st January 1991

Languages Known : English, Urdu and Punjabi.

Address : Punjab, Pakistan.

Visa Type : Visit Visa

**REFERENCES**

Available on request.