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| **Khalil**  **Al Jafliya, Dubai U.A.E**  **Email:** [**Khalil.373848@2freemail.com**](mailto:Khalil.373848@2freemail.com) | 2017-09-21-PHOTO-00000053.jpg |

**CAREER OBJECTIVE**

*Well-organized and hardworking Accountant with over 8 years of dedicated experience and* ***MBA*** *seeking a position. Bringing track record of adjusting journal entries, creating purchase requisitions, conducting billing and reconciling ledger statements.*

**WORKING EXPERIENCE**

**MARCH 2012 – OCTOBER 2017 | ACCOUNTANT CUM ADMIN | SALEM MOHIYADDEN BIN SAIF & BROS| SALALAH, OMAN**

* Received and recorded invoices and arranged payments.
* Verify Day End Report with that of vouchers.
* Calculate and distribute wages and salaries.
* Assist in preparing regular reports and summaries of accounting activities.
* Maintained Daybook, Sales, Purchase & Stock Registers; posted ledgers.
* Managing of Accounts payable and receivable.
* Petty cash handling & other Administration works as required.
* Bank Reconciliation and verifying of accounting records.
* Established and maintained close relationship with bank authorities and auditors.
* Attending to customers and answering business-related queries.

**JUNE 2009 –MARCH 2012| ACCOUNTANT | FALETTI’S HOTEL**

**| LAHORE, PAKISTAN**

* Prepares asset, liability, and capital account entries by compiling and analyzing account information.
* Documents financial transactions by entering account information.
* Recommends financial actions by analyzing accounting options.
* Summarizes current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports.
* Substantiates financial transactions by auditing documents.
* Maintains accounting controls by preparing and recommending policies and procedures.
* Guides accounting clerical staff by coordinating activities and answering questions.
* Reconciles financial discrepancies by collecting and analyzing account information.
* Secures financial information by completing data base backups.

**TECHNICAL SKILLS**

* Computer Literature
* Windows MS Office 2010, 2013
* Web Development
* Corel Draw, Adobe Photoshop,
* Self – Motivated and Willingness to learn more
* Can work in less supervision.
* Computerized accounting and ERP

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**KNOWLEDGEABLE IN THE FOLLOWING FIELDS**:

* Forex Trading

**HIGHLIGHTS OF QUALIFICATION:**

* **Masters in Business Administration (Finance)** **(MBA)**

**2007-2009**

University Of South Asia, Lahore, Pakistan

* **Bachelors in Commerce** **(B.Com)**

**2005-2007**

Punjab University Lahore, Pakistan

* **Inter in Computer Science** **(I.C.S)**

**2002-2004**

Lahore Board Of Intermediate Education, Lahore, Pakistan

**PERSONAL INFORMATION:**

**Date of Birth : April 04, 1986**

**Age : 30 years old**

**Gender : Male**

**Civil Status : Married**

**Nationality : Pakistani**

**Languages : English, Urdu, Arabic**

***I hereby declare that the above written particulars are true to the best of my knowledge and belief***

***Khalil***