**Talat**

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Personal statement

My Name is Talat Raza, I am commerce graduate, have more than 16 years of experience in accounts & finance department, currently I have been doing my job as Accounts Officer since 2009, I am looking for a job where I can transfer my skills & abilities which I have learnt, I want to get more foreign experience so that I become a valuable part of your company's assets & can serve the company with enthusiasm & fantastic manner.

Work Experience

Accounts Officer, Dollar Industries Private Limited

08/2009 - Present

Responsibilities& Achievements

• Handling Account payable & Account receivable.  
• Stock working including planning monthly stock taking,  
• Import valuation, support in Local Purchase arrangement  
• Monitoring on daily basis issuance of sales invoices,  
• Preparation of Daily Sales & Purchase Report.  
• To Check on daily basis, Bank, cash vouchers (Payments/ Receipts) & Journal Vouchers  
• Maintaining Cash Book & Party Ledgers  
• Preparing and maintaining statutory books of accounts vise, PL, journal, ledger, cash book and subsidiaries in compliance with time accuracy  
• To Check Assembly of Manufacturing Item.  
• Stock Report.  
• Budgeting  
• Supervise the staff of the department to make sure that all required tasks have been accomplished.  
• Payment and Submit TDS Service Tax required Exp knowledge of Service Tax.  
• To prepare working of monthly sales tax return. & check sales tax return from working.  
• Financial Statements

Assistant Accountant, VIP Wears Private Limited  
03/2007 - 07/2009  
Responsibilities& Achievements  
• Issuance sales Invoices  
• Preparation of Bank Reconciliation Statement  
• Maintaining Cash Book & Party Ledgers  
• Accounts Payable  
• Account receivable  
• Bank Reconciliation  
• Customers account reconciliation  
• Supplier account reconciliation  
• Financial Statements

Accounts Assistant, Khas Private Limited  
04/2001 - 02/2007  
Responsibilities  
• Inventory Purchases  
• Account payable  
• Preparation of Weekly Contractor's Payment  
• Maintaining Cash Book & Party Ledgers  
• Accounts Payable  
• Bank Reconciliation  
• Supplier account reconciliation

Qualifications

University of Karachi

2005 - 2010

Undergraduate degree

Bachelor *(Third)*

Federal Urdu University Pakistan  
2015 - 2019  
Master's degree  
Master of Arts (Economics, continues)

**FUNCTIONAL SKILLS**

* Busy Win ERP (Accounting Software)
* Fox Pro (Accounting Software)
* M.S Office (Word, Excel) & Internet
* Income tax, E-Filing,(Support)

**PERSONAL ATTRIBUTES**

* Interpersonal abilities.
* Dedication/Hard-Working/Work Ethic
* Responsibility

Positive Attitude/Motivation/Energy/Passion