**Qaisar**   
*Email****:***[*qaisar.380061@2freemail.com*](mailto:qaisar.380061@2freemail.com)  
Available in UAE (On Visit Visa until 15 July 2018)

**Objective:**

To pursue a challenging & career oriented position in my field of accounts & finance, which offers immense opportunities based on skills, professional expertise, target achievements and cope to the challenges through dedication and commitment. And to obtain a rewarding and challenging career with a well-known organization that offers me several opportunities for growth and development.

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**Technical Skills:**

* **VAT CERTIFICATE**
* SAP Financial Training
* Oracle Financials- (An End User Training)
* Peach Tree accounting software
* Quick Book accounting Software
* Advanced Excel skills, ability to work with Lookups and Pivot table.
* MS Windows XP/7/8/10
* Proficient in MS Office Pack (Word, PowerPoint, Excel and Outlook).

**Certificate:**

* Association of Chartered Certified Accountants (ACCA)
* Membership :ACCA Membership

**Education:**

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| --- |
| * Bachelor of Commerce (B.COM) Punjab University Lahore |
| * Intermediate (I.C.S) Quaid e Azam College Lahore. |
| * Secondary School Certificate (SSC) Divisional Public School Lahore |

**Professional Experience:**

***11 years of (Accounting, Finance, Banking, and Tax matters) experience.***

**Curexa Health Private Limited.**(July 2014 to December 2017)  
(A Subsidiary Company of High-noon Laboratories Limited)   
***Worked as: Senior Accountant***

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| --- | --- |
| * Accounts & Finance | * Financial Modeling |
| * Financial Analysis & Reporting | * Financial Planning & Operations |
| * P&L Management | * Market Analysis |
| * Payroll & Asset Management | * Business Development |
| * Fund Management | * Costing & Budgeting |
| * Accounts Payables | * Audit & Taxation |
| * LC Knowledge | * Procurement |
| * Accounts Receivable | * Bank Reconciliation. |

**Askari Bank Limited.**(December 2010-June 2014)

***Worked as: Audit officer***

* Accountable for the development and coordination of the bank’s internal auditing activities.
* Ensuredcompliance of directives of Central Bank (State Bank of Pakistan), Askari Bank’s SOPs and circulars.
* Identified major business issues in Operations, Agriculture Credit, Consumer Loans, Leasing, Foreign trade, Commercial Loans.
* Developed and implemented internal auditing policies, procedures, and program.
* Risk Management, Asset Reviews, Audit Reports, Financial Verification, Operational Procedures, Problem Solving, Committed.

***Worked as: MIS Officer***

* Prepared Various Financial reports (Refinance Scheme of Agricultural Activities).
* Yearly prepared reports on Non-Performing Loans.
* Different Monthly Statements& fortnightly reports as per bank demand.
* Maintained and Prepared Data on (Claims & Crops, Life’s borrowers forInsurancePurpose).
* Dealt with portfolio of 5 billion per year.

**Seasons Foods Private Limited.** (January 2010-December 2010)

***Worked as: Assistant Tax Accountant***

* Controlled corporate financial planning.
* Monitored invoicing, payment and recovery.
* Prepared of sales tax returns, income tax of parties, withholding statements.
* Stock Taken Knowledge.
* Monitored the Entries according to the IAS.
* Prepared Banks Reconciliations on monthly Basis.

**Mefcon Enterprises (Pvt.) Ltd.** (January 2007-December 2009)

***Worked as: Accounts Officer***

* Prepared Bank reconciliation statement every month.
* Prepared bank payment Vouchers, receipt vouchers, journal vouchers.
* Maintained data of Suppliers.
* Maintained Petty Cash Details.
* Maintained Monthly salaries.

**Personal Skills.**

* Performs reliably under changing circumstances.
* Excellent coordination, monitoring, supervisory skills and excellent team leader.
* Ability to make decisions independently in a high pressure environment with supervision ability to dealwith sensitive & confidential information where diplomacy & direction is required.
* Propose and evaluate alternative solutions
* Excellent eye for detail, diligent knowledge of accounting regulations.
* Expresses information and concepts clearly, in writing and speaking.
* Excellent Commercial Flair and industry experience.
* Self-motivated to learn new concepts and participate in new projects.

**Personal Information:**

|  |  |
| --- | --- |
| • Religion | • Islam |
| • Marital Status | • Married |
| • Date of Birth | • 20th October 1982 |
| • Languages | • English, Urdu, Punjabi |

***Personal interests*:**

Shopping | Traveling | Reading | Cricket

­***ACCA Trainings***:

* Export Processing Zone Authority
* Withholding Tax Regime in Pakistan
* Import/Export Documentation
* Sales Tax Act 1990&Punjab Revenue Authority
* Global Tax Avoidance Challenges
* Capital Gains Tax&Corporate Secretarial Practices in Pakistan

***References:***

References are available on request.