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| **Shakeel**Email address: shakeel.381217@2freemail.com Visa Status: Visit VisaDubai, UAE |

**OBJECTIVE:**

Secure a responsible position in account management, sharing my 7 and half years of experience and advanced accounting abilities to effect mutual employee and employer growth and success.

**Career Skills:**

* Planning and organizational abilities.
* Ability to work on accounting software (Tally).
* Analytical and problem-solving skills
* The capacity to work without supervision and under pressure.
* The ability to work well in teams and independently.
* VAT knowledge for tax accounting.
* MS Word: Excellent skills in editing typing and maintaining documents.
* PowerPoint presentations: Extra ordinary skills in creating power point presentations. Excellent presentation skills.
* Excel Spreadsheets: Professionally trained in using MS Excel skills. Excellent skills to create and maintain Excel sheets on daily basis.
* Outlook: Very much familiar to use outlook.

**WORK EXPERIENCE:**

**7 and HalfYearsof Professional Experience**

**Senior Accountant**:

Premier Super Market Pakistan.(April 2013 to March 2018)

**Duties & Responsibilities:**

* Prepares financial Statements e.g. Income Statement, balance Sheet,Cash Flow Statement and others.
* Documents financial transactions by entering account information.
* Recommends financial actions by analyzing accounting options.
* 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.
* Prepare Bank Reconciliation Statement.

**Achievements:**

* Awarded the ‘ best employee of the Accounts Department ‘twice in one single year considering excellent analytical, judgmental, quick decision making and great problem solvimg.
* Increased accounting department’s efficiency by **50%** through rigorous training of accounting staff.
* Stayed within budget for petty cash disbursement for **5 years**.
* Acted as the most trusted and skilled point of contact for all internal cash management inquiries.

**Accountant**:

Premier Super Market Pakistan(Sep 2010 to March 2013)

**Duties & Responsibilities:**

* Preparing financial documents such as invoices, bills, and accounts payable and receivable.
* Completing purchase orders.
* Managing payroll.
* Completing financial reports on a regular basis and providing information to the finance team.
* Assisting with budgets.
* Completing bank reconciliations.
* Entering financial information into appropriate software programs.
* Managing company ledgers.
* Processing business expenses.
* Coordinating internal and external audit.
* Managing day-to-day transactions.
* Recording office expenditures and ensuring these expenses are within the set budget.

**Achievements:**

* Reduced paperwork **90%** by converting all accounting procedures to an electronic form.
* Reconciled a complex financial statement within **5 hours**, which had been stuck in limbo for **6 months**.

**EDUCATIONAL BACKGROUND:**

**MBA ( Accounting and Marketing )**

The Institute Of Management Sciences Lahore, Pakistan

Sep 2008-August 2010

**B.COM ( Accounting and Finance )**

University Of Punjab Lahore, Pakistan

Sep 2005-August 2008

**PERSONAL INFORMATION:**

FullName:Shakeel
Nationality: Pakistan
Date ofBirth: 01-01-1988

Languages:English, Urdu

**References:**

will be provided on demand