***IMRAN***

*Email:* [*imran.381594@2freemail.com*](mailto:imran.381594@2freemail.com)

*Accomplished Financial Accountancy,*

## Training and Development Specialist at Administration Services.

**OBJECTIVE:**

*Major areas of interest and preference apply in the field of Sales & marketing and managing team spirit. My objective is to have learning and growth-oriented career, in a company having a modern and professional working environment.*

# CAREER OVERVIEW:

I have invaluable record of continuous success within administrative services performing financial accountancy and book keeping with various organization. I hold very strong knowledge over financial statement analysis and accountancy.

# Financial Accountant

# Nezam Auditing Firm & RPM Group,UAE. Dec 2016 to Jan 2018

* Prepared & Managed the Accounts, Ledgers, Trial Balance & Bank Reconciliation.
* Preparation of Cheques, Payment Schedule and preparation of all necessary documentation.
* Payroll, E-Filling of Salary record, update and planning the schedule.
* Prepared all staff Salary. Fuel allowance monthly statement.
* Keeping track record of Employees Leaves.
* Apply all types of Leave of Supporting & Technical Staff.
* Medical, Annual, Long, Study and Hajj Leaves.
* Preparation of Social Security Records.
* Making of final settlements Claims of Employees.
* Preparation of Insurance Cases Claims.
* Preparing Employees Personal Files
* Preparing Monthly Salary Claim.
* Issuance of Show Cause notice to absent Employees.
* Issuance of letter for account opening of new hiring and VAT calculation and preparation.

# Financial Accountant

**Radio Awaz 105 FM Gujarat, Pakistan Dec 2015 to August 2016**

* Preparing MIS report for daily scheduled programme
* Keeping track record of employees and supporting technical staff
* Payroll, E-Filling of Salary record, update and planning the schedule
* Prepared all staff Salary. Fuel allowance monthly statement
* Checked monthly EOBI contribution slips and its submission to Head Office
* Checked EOBI contribution cards, registration cards and contribution forms
* Preparation of Insurance Cases Claims
* Preparing Employees Personal Files
* Preparing Monthly Salary Claim
* Issuance of letter for account opening of new hiring.

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# Financial Accountant Wisecom Telecom, Pakistan Jan 2014 to Dec 2014

* Prepared & Managed the Accounts, Ledgers, Trial Balance & Bank Reconciliation.
* Preparation of Cheques, Payment Schedule and preparation of all necessary documentation.
* Payroll, E-Filling of Salary record, update and planning the schedule.
* Prepared all staff Salary. Fuel allowance monthly statement.
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* Medical, Annual, Long, Study and Hajj Leaves.
* Preparation of Social Security Records.
* Making of final settlements Claims of Employees.
* Preparation of Insurance Cases Claims.
* Preparing Employees Personal Files
* Preparing Monthly Salary Claim.
* Issuance of Show Cause notice to absent Employees.
* Issuance of letter for account opening of new hiring.

# ACADEMIC RECORD:

* Master Degree **M.COM** University of Gujrat 2015.
* Bachelor degree **B.COM** University of Gujrat 2013.
* Pre Degree **I. COM** intermediate board Gujranwala 2010.
* S.S.C. Government High School Malhu Khokhar Gujrat 2008.
* Hafiz-e-Quran Jamia Ghusia Mazhar-ul-islam 2005.

# SKILL

* Financial accountancy
* Microsoft office
* Administration
* Sales & Development
* Fast learner
* Training and Teacher
* Dedication and hardwork

# TECHNICAL COMPETENCE:

* Operator Of Al-Abooshi Software.
* MS Office MS Word, MS Excel, MS PowerPoint.
* Well organized & committed to effective time management.
* Working under pressure at multi task environment.
* Acting as initial point of contact for all internal & external enquiries.

# LANGUAGES:

* English Spoken and Written.
* Arabic Written
* Urdu Spoken and Written.
* Punjabi spoken and written.
* Hindi spoken

## HONS and AWARDS:

* + Achieved 2nd position in Hussn-e-Qiraat Gujrat division.
  + Best Trainer and Teacher at Noor Academy,Gujrat,Pakistan.
  + Co-coordinator of management in zamindar degree collge.
  + Animal Welfare, Arts and Culture
  + Civil Rights and Social Action
  + Disaster and Humanitarian Relief
  + Education
  + Health
  + Human Rights
  + Social Services