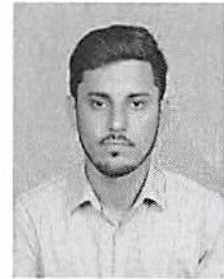


# DANISH



E-mail ID: *Danish.381971@2 Freemail.com*

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## Career Summary:

- 3 months of Pakistan experience as **Accounts Officer** in a Thermec Engineering Company.
- 3 years & 2 months in Pakistan as **Accounts & Finance Assistant** at Al-Hadi Textile (Pvt) Ltd.
- 2 years & 1 months of Pakistan experience as **Financial Accountant** in a Crown Electric.
- Strong working command on **Tally ERP9, QuickBooks, PeachTree Software** & etc.
- Proficient in **Ms Word, Ms Excel, Ms PowerPoint, Ms Outlook** & etc.
- Excellent command on Manual & Computerized Accounting **ERP System**.
- Extensive technical knowledge of Computers, Networks, Fax, Email, Internet & etc.
- Presentation & Communication Multi Skills.

## Working Background:

### A- Thermec Engineering Company

Shahrah-e-Faisal Karachi, Pakistan.

**Accounts Officer - (Feb 2018 till April 2018)**

- Prepares Cash & Bank Vouchers.
- Worked on Petty Cash Book on Daily Basis.
- Performed Bank Reconciliations.
- Prepare Monthly Payroll Sheet and Cheques.
- Collected Income W.H Tax Deduction Certificates from Vendors.
- Prepare EOBI and SESSI Contribution Sheets.
- Managed Account Receivable and Account Payable.
- Prepare Income W.H Tax Deduction Payment Sheet and Challans.
- Prepare Monthly Advances & Loan Deduction Reports.
- Any Other Responsibility as Assigned by Chief Finance Officer of the Company.

### B- Al Hadi Textile (Pvt) Ltd.

SITE Super Highway, Karachi, Pakistan.

**Accounts & Finance Assistant - (Feb 2014 till March 2017)**

- Prepares Invoices Through Procurement Module on ERP.
- Posting of Purchases In Associated Program.
- Maintain Supplier Ledger and Perform Account Reconciliations.
- Prepares Purchase and Export / Local Sale's Record for Monthly e-filing of Sales Tax Return.
- Sales Tax Reconciliation with Manual and Post 1/5<sup>th</sup> Adjusting Entries.
- Prepare e-filing of Sales Tax and Income Tax Payment Challan.
- Deferred (RPO) Detail Worked on Remarks of FBR.
- Performed (WEBOC) Rebate Cheques Adjust Claim Amount and Post Adjusting Entries on Excel Sheet & Software.

- Sales Invoice Posting on Excel Sheet as well as ERP.
- Local Sales and Commercial Dyeing Reconciliation Software with Manual.
- Worked on Utility Bills Detail Updates on Average Units Sheet on Monthly Basis and Post Every Type of Accrual Like Utilities & Others.
- Prepare Special Financial Reports as Required by Management.
- Assists to Preparation Reports and Finalization of Accounts. (Monthly & Annual)
- Year End Audit Analysis & Endorsement Posting.
- Any Other Responsibility as Assigned by Finance Manager of the Company.

### **C- Crown Electric**

M.A Jinnah Road, Karachi, Pakistan.

**Financial Accountant - (Nov 2007 till Nov 2009)**

- Daily Basis Recording of Transaction.
- Prepares Sales & Purchase Invoices Through Software.
- Voucher Posting on Supplier & Buyer Ledgers and Performed Accounts Reconciliation.
- Prepares Petty Cash Expenses and Maintain Cash & Bank Ledgers.
- Bank Reconciliation and Managed Account Receivable and Account Payable.
- Worked on Merchandise Inventories Inward & Outward Post to Stock Ledger.
- Weekly Stock Reconciliations with Manual Counting.
- Monitored Proper Controls and Systems to Effectively Manage Inventory Levels.
- Assists to Prepare Financial Statements and Reports. (Monthly)
- Stock Taking End of Financial Year and Finally Report to Proprietor.

### **Educational Background:**

- |  |            |            |             |
|--|------------|------------|-------------|
| ▪ University of Karachi                    | (Commerce) | Graduation | <b>2014</b> |
| ▪ Board of Intermediate Education, Karachi | (Commerce) | H.S.C      | <b>2008</b> |
| ▪ Board of Secondary Education, Karachi    | (Science)  | S.S.C      | <b>2006</b> |

### **Professional Certification:**

- Professional Accountant (Computerized Accounting & Financial Management) from College of Business Professionals, April till Jul-2011.
- Basic Electronics (Electrical & Electronics) from Skill Development Council, Nov till Dec-2007.

### **Personal Information:**

<b>Date of Birth</b> - September 13 <sup>th</sup> 1989	<b>Gender</b> - Male
<b>Marital Status</b> - Single	<b>Citizenship</b> - Islamic Republic of Pakistan
<b>Religion</b> - Islam	<b>Visa Status</b> - Visit Visa

### **Joining Period:**

**1 Week**

### **References:**

Available upon request.