CURRICULUM VITAL



# NAVEED

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**Career Objective:**

Seeking a suitable placement in a professional organization with an opportunity for career growth. I am submitting my application with the hope of accomplishing my lofty objectives in life. It will be my best endeavors to merit your confidence and satisfaction. If you will be appointed me so my activities under your enter satisfactions.

**Educational Qualification:**

* M.A in Urdu
* B.Com (Bachelor of Commerce)
* B.Ed

**Working Experience:**

* Having 8 years working experience as the capacity of **“Teachers”** in Pakistan
* Having 2 years working experience as the capacity of **“Assistant Accountant”** in Pakistan
* Having 2 years working experience as the capacity of **“Assistant Accountant”** in Dubai-UAE
* Having 3 years working experience in a logistic company and currently working this firm in Dubai UAE.

**Duties and Responsibility**

* Collaborate with accounting team to support various accounting projects and activities on a daily basis.
* Provide assistance to prepare financial statements according to company policies.
* Prepare financial status and analysis reports for Board of Directors.
* Carry out reconciliations of account, general ledger and sub-ledger.
* Maintain general ledger at account level.
* Provide financial information for business analysis and auditing when needed.
* Process payments and invoices accurately and timely as per company procedures.
* Verify financial statements, ledgers and accounts for errors and make appropriate corrections or refer to supervisor if errors are of complex nature.
* Answer customer queries and issues in timely and accurate manner.
* Prepare, reconcile and record the payments.
* Prepare and submit expense reports to management for approval.
* Prepare management reports related to accounts payable and receivables.
* Prepare period end journals for prepayments, accruals, commission payments and depreciation.

**Personal Details:**

### Nationality : Pakistani

Date of Birth : 05/01/1982

Sex : Male

Marital Status : Married

Religion : Muslim

**Passport Details**

Date of Issue : 22/09/2016

Date of Expire : 20/09/2021

**Languages known :**

**English, Hindi, Urdu**

**Personal Strength:**

* Hard working with good presentation skills.
* Sincere in my work.
* Excellent Communication skills.
* Having a friendly and engaging personality.

**Skills/Qualifications:**

* + Organization,
  + Financial Software,
  + Reporting Skills,
  + Attention to Detail,
  + Typing, Productivity,
  + Dependability

**Declaration:**

All the details stated above are true to the best of my knowledge. If you will give me a chance to serve under you kind control I assure to perform my duty efficiently and up to the entire satisfaction of my superiors.