***C o v e r L e t t e r***

**Ghulam**   
  
ghulam.383941@2freemail.com

The Office of the Human Resources

Dear Recruiter

It is with great eagerness that I am writing in response to your job opening for the accounting position, as my skills and qualifications closely align with your requirement for this post. I believe that I offer an expertise that would be of benefit of your organization. I am convinced that I have the combination of advanced skills and relevant experience that make me the suitable candidate for the above position. An overview of my career and qualification includes the following:

* I am a bachelor of commerce which I pass in 2008 from Islamia University Bahawalpur, Pakistan.
* From my previous experience in accounts and finance, I am proficient in performing the all type functions of accounts as full charge bookkeeper (accounts payable, accounts receivable, trail balance & Balance sheet), cashier, payroll, reconciliations and have ability to perform all types of task according to nature of job.

I am confident in creating reports, auditing financial processes as well as creating and delivering presentations to highlight business performance and suggest improvements moving forward.

I am a personable and enthusiastic individual with a genuine interest in business and finance with a determination and thirst for success. With my experience and expertise, I strongly believe that I am an excellent candidate for this position.

Thank you very much for considering my application. I look forward to hearing from you,

Yours faithfully

***Ghulam***

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## ` Passport Photo.jpg

**Ghulam**

## I am an organized person with expertise in my professional, and I have very extensive experience in the field of accounting. I have very strong skills to solve problems and to analyse the things. I am efficient enough to make a good communication with others through my best verbal skills. I am an ethical individual who is honest and trustworthy. I have abilities to meet the deadlines and can also work in a multi-tasking environment.

Objectives

My objective is to pursue my career as an accountant in a firm where I can work with the best of my skills and can utilize my all abilities and skills. I am seeking for a job position of accountant where extensive experience and knowledge is required. I am looking for such an environment for working where I will be able to learn more and polish my skills.

## Education

**Degree Name: B.Com (Bachelor of Commerce)**

Board/University: Islamia University of Bahawalpur

Year of Passing: December, 2008

Major Subjects: Cost & Advance Accounting, Taxation, Economics, Banking, Auditing and Business Communication.

**Degree Name: F.A**

Board/organized by: Board of Intermediate and Secondary Education Bahawalpur (Pakistan)

Year of Passing: June, 2006

Major Subjects: English, Economics, and Information Technology.

**Degree Name: SSC (Secondary School Certificate)**

Board/organized by: Board of Intermediate & Secondary Education, Bahawalpur.

Year of Passing: May, 2004

Major Subjects: Physics, Chemistry, Biology & Math.

## Work Experience

1. **May 2014 ­­ - Dec-17: Asst. Manager Accounts**

**Crown Group (Crown Motor Company Private Limited & Crown Tyres Limited)**

* Handling cash as head cashier of company Crown Motor Company & Crown Tyre Limited
* Processing fortnightly payroll and disbursing over 300 employees.
* Processing and disbursing monthly payroll over 800 employees and ensuring timely payment of salaries to employees.
* Generating payroll reports.

Processing transactions of accounts payable and Receivable

* Bank Reconciliation over 20 Bank accounts of the Group
* Answering staff payroll enquiries
* Coordinated and processed irregular payments
* Provide assistance in monitoring cash flow
* Maintaining long term and short term loan record and transactions with employees
* Filing and record keeping of all cash related receipts and payments
* Maintaining record of other income of group ( Miscellaneous Sales, Disposal of Assets)

1. **November 2009 to April 2014:** Accountant  
   **United Ethanol Industries Limited (Sadiqabad) Rahim Yar Khan**

**Responsibilities**

* Preparing daily reporting.
* Preparing, Checking & verifying of vouchers.
* Generating payroll reports.
* Preparing sales tax invoices.
* Processing transactions of accounts payable and Receivable
* Keep in touch with the preparation of General Ledger & Trial Balance.
* Preparing Bank Reconciliation statements.
* Preparing weekly and monthly financial statements.
* Checking and verifying the accuracy of the data that has been reported.

Technical Skills & Competencies

I have excellent knowledge of MS Office and Oracle

I have outstanding skills to communicate with people effectively

I am capable enough to represent most complex reports with results.

Evaluating, planning, organizing

Communication skills

Judgement & decision making

Management of team and working in team to achieve the specific targets

Analysis of the problem and then deducing some ways to solve them

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## Personal Information

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28 October 1984 • Pakistani National • Marital Status: Married • Visa Category: ***Visit Visa*** • Visa

*REFERENCE*

Will be furnished on demand