**EIJAZ**

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### OBJECTIVE

**“In the field of Accounts with 8+years of experience of ledger processes accounts reconciliation and streamlining account. Processes MBA(Finance) with a focus in accounting. Seeking to leverage my accounting expertise and in-depth experience at your company.”**

**Visa Status:**

Visit Visa

Visa : Till 1st October 2019

### PERSONAL DETAILS:

Date of Birth: 26-01-1985

Gender: Male

Marital Status: Married

Email: [eijaz-393988@2freemail.com](mailto:eijaz-393988@2freemail.com)

# PROFESSIONAL EXPERIENCE

## (Best Asian IT solution company) Accounts Officer

Worked with this organization as **Accounts Officer** from 01 Feb 2017 To 31 October 2018.

## MAJOR DUTIES/RESPONSIBILITIES

* Preparation of cash receiving/ Payment Voucher Petty Cash Record
* Preparation Income Tax & GST & Expense Report on monthly basis
* Balance sheets including all Assets and liabilities bank reconciliation statement on monthly basis
* Budgeting and all matters of bank communicate with bank pay roll, customer and supplier record and sort out all matters with head office

**(Pakistan best Institute of Information Technology) Accountant**

Worked with this organization as **Accountant** from 01 January 2014 to 25 January 2017

## MAJOR DUTIES/RESPONSIBILITIES

* Preparation of cash receiving/ Payment Voucher Petty Fees Record,

### INTERESTS:

* Travelling
* Study of Books

### LANGUAGES KNOWN:

Petty Cash Record, All student data

* Income and expense reports on monthly basis and sort out all matters with owner
* Accounting, budgeting, pay roll, arrangement of funds, disbursement of all payments, billing, tax returns, deposited, financial statement and variance analysis, advance to employers, Bank reconciliation statement.
* Review invoice entry to ensure correct booking and having required approvals, sales tax/income Tax deduction and deposit of tax and proper record of all taxes.
* Review of monthly financial statements, Perform month end-reporting
* Preparation and disbursement of payroll as per company policies which are applicable.
* Marinating all records, reports internal audit tests, working closely with internal and external compliance with relevant tax laws and government regulations.

## (worlds class Engineering company) Accounts Assistant

Worked with this organization as **Accounts Assistant** from 01 August 2009 to 5 December, 2013.

## GENERAL RESPONSIBILITIES (But not limited to):

* Providing support to the Accounting Department.
* Performing basic office tasks, such as filing, data entry, answering phones, processing the mail, etc.
* Handling communications with clients and vendors via phone, email, and in-person.
* Processing transactions, issuing checks, and updating ledgers, budgets, etc.
* Preparing financial reports.
* Assisting with audits, fact checks, and resolving discrepancies.
* Urdu
* English

**ACADEMIC QUALIFICATION: INSTITUTIONS**

### MBA Federal Urdu University

**Science and Technology Karachi, Sindh Pakistan (2012)**

**B.Com Fedral Urdu University Science and Technology Karachi, Sindh Pakistan (2009)**



KEY SKILLS/AIMS

* + Target Oriented.
  + Self-Motivated.
  + Capacity to bear pressure.
  + Good decision making skills.
  + Good convincement power.

# OTHER COURSES & COMPUTER SKILLS

* + Tally ERP9
  + Peach Tree
  + Quick book
  + Microsoft Office (Word, Excel, PowerPoint)

### Internet Surfing