**Experienced Accounting Professional**

 **PROFESSIONAL PROFILE**

I have 7 years working experience as an accounting professional, worked on ERP and accounting software in a multi-cultural environment with National & Multinational companies. You will find in me an energetic, highly talented, young and productive Accounting Professional.



**SALMAN**



[**Salman-395091@2freemail.com**](mailto:Salman-395091@2freemail.com)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | **PROFESSIONAL SKILLS** |  |  |
|  | ➢ Collaboration & Teamwork | | ➢ Adaptability |  |
|  | ➢ Time Management | | ➢ Self-motivation | |
|  | ➢ Ability to Work Under Pressure | | ➢ Excellent written and oral | |
|  | ➢ Presentational Skills | | Communication | |
|  | ➢ Interpersonal Skills | |  |  |
|  |  | **CAREER OBJECTIVES** |  |  |
|  |  |  |  |  |



To work for an organization offering creative, dynamic and professional environment, challenging opportunities, career advancement and other benefits to match my professional objective.

 **EXPERINCE**

**Designation: Assistant Manager Accounts**

**Company info: O**ne of the leading, renowned andrecognized Textile Group.

**Duration:** Aug 2016 to Aug 2019

**Location:** Multan

**Designation: Assistant Manager Accounts**

**Company info: A** Home Appliances company as its corevalue - provides cutting edge Washing Machines, Chest Freezers, Vertical Freezers, Split AC & Microwave Ovens.

**Duration:** Feb 2012 to Aug 2016

**Location:** Multan



**EDUCATIONAL VITALITY**

* **Master:**Master in Business Administration

**University:**COMSATS Institute of Information and Technology

|  |  |
| --- | --- |
| **Year of Passing:** | 2012 |

* **Graduation:**Bachelor in Commerce

**Institute:**Bahauddin Zakaria University Multan

**Year of Passing:** 2009

➢ **Intermediate:** ICS

**Institute:** BISE

**Year of Passing:** 2007

➢ **Matriculation:** Science

**Institute:** BISE

**Year of Passing:** 2005

 **PERSONAL INFORMATION**

Nationality: Pakistani

Visa Status: Visit Visa (UAE)

Religious: Islam

Marital Status: Single



 **JOB RESPONSIBILITIES UNDERTAKEN**

* **General:** On regular basis systematicallypassing all aspects of accounting entries-monthly closing entries, and ensure reconciliation of all sub ledgers & General ledger.
* **Accounts Payables:** Ensuring data input arecorrectly coded to credit terms and procedures. Checking invoices with their P/I, Packing list, B/L. Scheduling & Monitoring

PDC’s.

* **Accounts Receivable:** Monitoring & Liaisonwith customer regarding non payments, delayed payments and other irregularities. Reviewing, controlling customers credit limit, receivables etc.
* **Bank Reconciliation:** Ensuring bank entriesare systematically & accurately entered in the system with correct G/L & Cost Code.
* **Tax:** Knowledge for Submission of returns,assessment and collection of tax and penalty.
* **Financial Report:** Preparation of Trialbalance (with supporting schedules), Profit and loss statement, Balance sheet and management Reports

 **SEMINAR’S & TRAINING**

* Attend workshop on VAT implementation and VAT filing in UAE
* Join the Seminar providing Knowledge on Labor Law of UAE



**IT SKILLS**

* Work on ERP (Oracle applications)
* MS Office and MS Excel
* Work on As-400 and Wisdom