Resume

**UMAR**

# Dubai – United Arab Emirates

Email: **umar-396480@2freemail.com**

# DOB: 1st April 1993.

Visit Visa valid until 17 th April 2020

## OBJECTIVE:

To work in a healthy, innovative and challenging environment extr acting the best out of me, which is conducive to learn and grow at professional as well as personal level thereby directing my future endeavors as an asset to the organization.

## PROFESSIONAL QUALIFICATIONS

#### CMA ( Finalist)

Institute of Cost and Management Accountant of Pakist an - Pakistan

#### Bachelor of Commerce ( B. Com)

Allama Iqbal Open University Islamabad , Pakistan 20 18

## TRAINING COURSES ATTENDED:

#### Two Months Internship in Stylers International (PVT) Ltd

Working as a Costing Officer (Jan -Mar, 2018)

#### English Language Course

Technical Education & Vocational Training Authority (TEVTA), Rawalpindi – Pakist an 201 7

## WORK EXPERIENCE

**Organization: (Unit of US-Apparel & Textiles)**

 **Lahore, Pakistan -** Engaged in manufacturing of Jeans

Garments

**Tenure:** Mar, 2018 – May **-**2019 **Designation: Finance Officer**

## Responsibilities:

* + - * *WIP Report.*
			* *Cost of goods sold statement*
			* *Contribution margin report.*
			* *Variance analysis.*
			* *Inter-company reconciliation.*
			* *Job order costing.*
			* *Fabric purchase order approval*
			* *Sampling report*
			* *Stock report control with inventory level*
			* *Production status*
			* *Book CMT receivable and payable invoices.*
			* *Pareto Analysis*
			* *Financial statements*

**Organization: Faisal Electronics – Islamabad, Pakistan –** Retailer of home a ppliances

**Tenure:** January, 2016 – January, 2018

## Designation: Branch Accountant cum front desk officer Responsibilities:

* + - * *Inventory controller*
			* *Accounts Receivable management*
			* *Accounts Payable management*
			* *Cash flow handling*
			* *Inventory reo rder management*
			* *Warranty claim data base management*
			* *Bank reconciliation statement*

## Skills

* + - * Oracle Based Software

### Highly detail oriented and organized in work

* + - * Ability to meet assigned deadlines
			* Proficiency with e -mail and Microsoft office applicati on
			* Ability to a ct and operate independently to a ccomplish the objectives.
			* Ability to work cooperatively and collaboratively with all levels of employee, management and to maximize performance, creativity, problem solving and results.

### Will be furnished on request.

**AVAILABILITY** Immedi ate

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