**ARSLAN**

Email: [arslan-396863@gulfjobseeker.com](mailto:arslan-396863@gulfjobseeker.com)

DOB: 01-01-1988 – Married

***Career Objective:***

To work for a reputed organization which fosters a competitive environment and where personal growth and career enhancement is encouraged.

***Personality Traits:***

Have ability to successfully manage multiple priorities and assignments. Establish and maintain good public relations at workplace. I have ability to handle pressure and deadlines effectively. Self-motivated and strive for continuous personal and professional improvements.

***Academics:***

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| ***Degree*** | ***Institution*** |
| Master Of Business Administration  (Finance & Marketing)  2008-2010  Bachelor In Commerce  2006-2008  Intermediate In Commerce  2004-2006 | Superior University Lahore, Pakistan.  2.7 CGPA  Superior Group Of College Lahore, Pakistan.  2nd Division  Superior Group Of College Lahore, Pakistan  2nd Division |

***Professional Experience Summary:***

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|  | ***Department*** | ***Designation*** | ***Duration*** |
|  | Accounts | Accounts Officer | (June 2014 – March 2019) |

***Job Description:***

As account office, my core responsibilities were providing financial Services in order to ensure effective, efficient and accurate financial operations within an assigned time. Primarily, I am responsible to perform the following functions;

* Processing Journals and Ledger accounts accurately and in a timely manner.
* Processing and monitoring of payments and expenditures to ensure that finances are accurate and up to date in project based environment.
* Preparing cash payment voucher **(CPV)** and bank payment voucher **(BPV)** on daily basis.
* Closing Books of Accounts On monthly basis.
* Keeping record of all business transaction (cash and credit) and providing accurate and satisfactory data when needed to top management.
* Ensure Control accounts are in balance at all times and reconciling them on monthly basis.

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| ***Organization*** | ***Department*** | ***Designation***  ( March 2011- May  2014 ) | ***Duration*** |
| Rana Trading Co. (Royal Tag Importers) | Accounts | Accounts Officer |

***Job Description:***

As accounts officer, I was directly reportable to manager accounts. The overall journal ledgers were under my responsibility. My key tasks and activities were;

* Supervision and recording of routine transactions.
* Maintenance of expenditure accounts and preparation of monthly expenditure statement
* Processing and handling cash and credit transactions
* Input of sales and purchases invoices, cross checking on billings
* Preparing of accounts payable and account receivable control accounts.
* Financial operation including cash handling and cash recording.
* Ensure the integrity of general ledgers accounts to the senior management.

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***Trainings:***

* Had internship in Meezan Bank Limited.
* Had training on sales at New Jubilee Life Insurance Company.
* Certification of computer hardware from AusPak College.

***Interests:***

Playing badminton, driving at high speed, spend quality time with family especially with my son and daughter.

***Languages:***

English Oral: Good Written: Good

Urdu Oral: Excellent Written: Excellent

Punjabi Oral: Excellent Written: Excellent

***Reference:***

Will be furnished on demand.