|  |
| --- |
| jarralEmail· jarral-397376@gulfjobseeker.com  |
| A career oriented position in a dynamic organization, where I could further develop my abilities and improve my interpersonal skills. |

# Experience

|  |
| --- |
| 13 sep-17– Till dateaccounts assistant* Preparation of Bank Payment Vouchers.
* Preparing Cheques and dispatching them to their vendors.
* Dealing with Staff Medical and other benefits reimbursements.
* Preparing and submitting Monthly Tax to State Bank of Pakistan
* Preparing Petty Cash Vouchers and processing their entries.
* Preparing Cash Vouchers and Maintaining Daily Cash
* Entering The Receipts On the Software and Make Remittances

1 JAN-16– 31 MAR-17account opening officer, BANK OF PUNJAB* Responsible for the day to day interaction with customers.
* To ensure that the bank achieve its overall goals and objectives.
* To show good values and right conduct among their people for better working relationships

15 sep-14– 1 Nov 2015 billing exective,mtbc (medical transcription & billing company)* Account Maintenance.
* Analyzing and managing clients’ revenue cycles.
* Medical Billing & follow-up.
* Track Process and complete third party invoices
 |
|  |

# Education

|  |
| --- |
| SEP-2012bachelor of commerce From Punjab University |
| Aug-2010Intermediate in commerceFrom Rawalpindi BoardJUly-2007matric in scienceFrom Rawalpindi BoardInternship * Form 15 March 2013 to 6 October 2013 working experience as a Assistant Program Manager at ERPSoft Institute Pvt. Ltd and Partner Institute BISP.
 |

# COMPUTER &OTHER APPROVAL

|  |  |
| --- | --- |
| 1. Working on Oracle R-12 (Payable, Receivable, General Ledger, Cash management Module.)
2. Efficient in Microsoft Excel & Word.
3. Sufficient Typing Speed.
 |  |

# PERSONAL STRENGTH & motivations

* Belief in achieving goals through team work, commitment and hard work.
* Quickly adaptable to new circumstances and working conditions and able to integrate and work with teams and motivated to achieve targets and challenges well within time.
* Excellent English speaking, writing and Interpersonal skills information systems understanding and quick learning capabilities.