**Jamal**



Email: jamal-397806@gulfjobseeker.com

Graduate with more than 4 years working experience in Finance &accounting. Have result oriented focused approach with ability to work with minimum supervision. Capacity to improve and maximise finance process as an efficient team member with effective communication skills. Proficient with the use of MS Office and Excel.

**Qualification**

* Bachelor of Arts (Graduate)

**Computer Proficiency**

* MS Office (Word, Excel& PowerPoint)

**Professional Experience**

 **Pakistan**

**Head of Accounts &Admin –1stFeb 2017 to Till Date**

Responsible for:

* Responsible for School Account management
* Coordination with Teachers, parents & Students
* Keep & maintain record of all Expenses
* Manage time table
* Finalization of Syllabus
* Collection & Recording of School Fee.
* Keep Bank account details updated
* Bank Visits- Check Deposit & Withdraw
* Follow up of Fee with Teachers &Parents if needed.
* Manage overall Administration
* Payroll management
* Issue Memos
* Arranging Extra Curriculum activities for students& managing fund allotted to it
* Answer all parents’ queries related to their children.

**Pakistan Community Development Program - Peshawar Pakistan**

**Dec 2015 to Jan 2017 Accountant-Assistant**

Responsible for:

* Help in AP & AR related tasks
* Compiling Payable/Receivable file for Finance Manager.
* Posting Supplier& Sales invoices to General Ledger and allocation of all cash/bank receipts.
* Keeping & maintaining Petty Cash and processing expense claims.
* Collection & Checking of payment documents
* Preparation of vouchers – Payment& Receipts
* Reconciling the supplier Statement of accounts with our records for the smooth process.Contacting suppliers for the missing/wrong invoices
* Handling with vendor’s payment relating queries

**Personal information**

Date of Birth 28 March 1991

 Languages English, Urdu, Hindi,Pashto

 Marital status Married

 Nationality Pakistani