SAMI

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| --- | --- |
| **PERSONAL DATA:** |  |
|  |  |
| **Date of Birth:** | 11-09-1989 |
| **Marital Status:** | Married |
| **Nationality:** | Pakistani |
| **Religion:** | Islam |
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**OBJECTIVE:**

My previous positions have required me to manage company Accounts, Banking Relationships, effective implementation of Administrative policies and Customer Management. I have handled multiple clients, their accounts and contributed in profitability of the Organizations and their Business Development. I speak English and Urdu fluently, making me an excellent candidate for the international position I am seeking.

**EDUCATION:**

* ***Post Graduate Diploma in Accounting and Finance***

o ***84%*** *6 Months* *Virtual University of Pakistan*

* ***Bachelor of Commerce (B.COM )***

o ***61%*** 2009 University of the Punjab

* ***Computer Science (ICS)***

o **54%** 2007 BISE Rawalpindi

* ***Matric(Science)***

o **54%** 2005 BISE Rawalpindi

**CHARTERED ACCOUNTANCY (CA):**

* **The Institute of Chartered Accountants of Pakistan**

**Islamabad:**

* **Module A:-**

o Functional English

Pass

o Quantitative Methods

Pass

* **Module B:-**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | o | Introduction to Economics and Finance | | | | Pass | |
|  | o | Mercantile Law |  |  |  | Pass | |
|  | | |  |  |  | |  |
| **EXPERIENCE:** | | |  |  | **+ 7 Years (Pakistan + Bahrain)** | |  |
|  |  |  |  |  |  |  |  |
|  | ➢ **Project Accountant:-** | | **Pakistan** |  |  |  |  |

1. Worked in  **(GCL Project)**

**From:** **10-Dec-2014 To: 01-April-2020**

* Maintenance of Pay Roll of all Contractual employees.
* Record keeping of all outgoing staff and disbursement of their benefits.
* Responsible for calculation of Over Time and supervision of Time office.
* Preparation for Audits and Compliance.
* Cash handling and Bank Accounts dealing.
* Accounts Receivable and Accounts Payable handling.
* Bank Reconciliations of Company Accounts.

➢ **Accountant:-** **Bahrain**

1. **Worked as an accountant in BAHRAIN, NEW CAR CENTER,**

**SANABIS**

**From:** **20-Aug-2012 To: 16-Sep-2014** **(2 Years & 1 M)**

* Monitor and analyze accounting data and produce financial reports or statements.
* Establish and enforce proper accounting methods, policies and principles.
* Coordinate and complete annual audits.
* Provide recommendations.
* Improve systems and procedures and initiate corrective actions.
* Assign projects and direct staff to ensure compliance and accuracy.
* Meet financial accounting objectives.
* Establish and maintain fiscal files and records to document transactions.

**MERIT CERTIFICATE:**

* ***1st Position*** *in* ***Cost Accounting*** *from* ***HI-AIMS College of Commerce and***

***Management Sargodha.***

**COMPUTER SKILLS:**

* ***Computer Diploma:***

1. ***Certificate in PEACH TREE + MS EXCEL from FEN INSTITUTE OF***

***RAWALPINDI*** ***From: 01-Mar-2014*** ***To: 31-Mar-2014***

o ***6 Months*** ***From: 2-May-2005*** ***To:*** ***4-Nov-2005***

***Space Way College of Computer Education, Pind Dadan Khan (Software, Hardware).***

**LANGUAGES:**

* English
* Urdu
* Punjabi

**REFERENCE:**

**Email Address**  : [sami.399955@2freemail.com](mailto:sami.399955@2freemail.com) / [sami.399955@gulfjobseeker.com](mailto:sami.399955@gulfjobseeker.com)

**Mobile Number** : 0504973598

**Reference** : Mr. Anup P Bhatia, HR Consultant, Gulfjobseeker.com

**YouTube Video CV**

<https://www.youtube.com/channel/UCdsv_v9Czkx2Dc8bW4Bt4wA>

**View My CV on Gulfjobseeker.com CV Database**

<http://www.gulfjobseeker.com/employer/cv_database_highlighted_cv_freetocontact.php>

**Chat with me Live on Zoom**

<https://zoom.us/j/4532401292?pwd=SUlYVEdSeEpGaWN6ZndUaGEzK0FjUT09>