Rao

[Rao.5912@2freemail.com](mailto:Rao.5912@2freemail.com)

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| Career Conspectus | Being strongly self motivated and committed to professional excellence and contribute the skills and education I have acquired for organizational growth. My core competency is determination to get the work done as proven by my varied experience in different sectors during my professional career. | |
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| Professional Qualification | M. Com (2007-09)Master’s in Commerce (Pakistan)   **B. Com (2005-07)**  Bachelor’s in Commerce (Pakistan) | |
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| Professional Experience **Buraq Management Services Ltd**  **Free Zone**  **Ajman UAE.**  **Associates (Pvt) Ltd**  **Construction Co.**    **Flying Board & Paper Products ltd**  **Flying Group of Industries**  **Languages** | **Asst. Admin and Accounts (Mar 14- July 14)**  My responsibilities are there.   * Coding and entering Accounts Payable. * Prepare Invoices. * Preparing Payments (Checks) for Signature. * Handle employee complaints and disputes * Inventory Control. * File Management. * Reconcile Bank Statements. * Reconcile with vendors.   **Admin Assistant. (Oct 10- Feb 12)**  My responsibilities include following:   * Prepare monthly expenses report. * Dealing with clients regarding some business matters. * Prepare, feed and maintain daily vouchers. * Prepare monthly collection reports. * Petty Cash Management. * Bank reconciliation on daily basis. * Cash withdraw and deposit in Banks. * Delegation of work to staff members. * Supervision and review of work carried out by staff members.   **Asst. Accounts Officer (Jan 10- Sep 12)**  During this Period, I was involved in following tasks.   * Data entry * Bank Reconciliation daily basis. * Petty Cash handle. * Monthly expenses report. * Monthly Collection reports. * Telephonic client dealings * Delegation of work to staff members. * **English :** Fluent * **Urdu :** Native * **Hindi :** Fluent * **Panjabi :** Fluent * **Arabic :** Basic | |
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| **Proficient Skills** | **I have good command on followings:**   * Microsoft Office (Complete ) * Peach tree/Oracles Software’s * Internet Browsing | |
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| **Personal Details** | Date of Birth January 6, 1986  Visa Status: Residence Visa with NOC  Marital Status: Single | |
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