**ADNAN**

 [adnan.5923@2freemail.com](mailto:adnan.5923@2freemail.com)   
  
**Objective**

To professional career with financial excellence in all areas of Accounting and Finance with a highly progressive, dynamic organization that renders steady professional and personal development.

**Profile**

* Fully committed to provide the highest possible standards of customer service and support
* People oriented, enjoy working directly with customers and the general public
* Self-starter, can be depended on to complete a task under minimal supervision
* Understands and appreciates the importance of a job well done
* Strong Team player

**Professional Experience**

* **RAVI AUTOS PVT. LTD. (MAR 2013 – TILL DATE)**

**(Assistant Manager Finance)**

**Major Responsibilities:**

* Daily and monthly reconciliation of all the banks.
* Draft preparation of monthly financial statements.
* Monitoring and interpreting cash flows and predicting future trends.
* Preparation of financial budgeting.
* Conducting reviews and evaluations for cost-reduction opportunities.
* Preparation of creditors and debtors ageing reports.
* **MORJARIAS TOYS & GIFTS PVT. LTD. (LONDON UK) (NOV 2011 – JAN 2013)**

**(Accountant and Administrator)**

**Major Responsibilities:**

* Analyze accounting records.
* Correspondence to reporting procedural standards.
* Ensuring compliance with payment.
* Reconciliation of General Ledgers.
* Prepare and reconcile general bank statements.
* Maintain financial files and records.
* **RAVI AUTOS PVT. LTD. (SEP 2008 – DEC 2010)**

**(Accounts Officer)**

**Major Responsibilities:**

* Data entries.
* Preparation of Receipts and payments vouchers.
* Assist for the preparation of the monthly budgets.
* Reconcile the bank statements on weekly basis.
* Prepare annual and individual tax returns.

**Education and Academic Activities**

**2012-2013 Masters in Business Administration (MBA Finance)**

University of Wales, United Kingdom

**2011-2012** **Extended Diploma in Strategic Management and Leadership**

Oxford College of London, United Kingdom

**2002-2004**  **Bachelors in Commerce (B-Com)**

University of the Punjab, Pakistan

**Knowledge and Technical Experience**

* Well versed with Microsoft Office, Microsoft Excel, Word & Power Point.
* Having good knowledge of ERP and other Oracle based accounting applications.

**(Other references could be provided as per requirement)**