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# ***Fazle***

[*Fazle.72188@2freemail.com*](mailto:Fazle.72188@2freemail.com)

**Career Objective:**

**To be part of a globally esteemed and a dynamic organization providing opportunities for professional and personal development**.

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| **Academic Qualifications:**  Master of business Administration  (MBA).  Majors:  Bachelor of Arts  **Experience & Employment History:**  Organization  Period  Job Title  Responsibilities/ Assignments.  .        **Experience & Employment History:**  Organization  Period  Job Title  Responsibilities/ Assignments.  **Experience & Employment History:**  Organization  Period  Job Title  Responsibilities/ Assignments. **Software Packages & Systems** **Nationality**  **Date of Birth**  **Language** | Sarhad University of Management Sciences Peshawar **2005**   Cost Accounting   Financial Accounting   Management Accounting   Auditing  Income Tax law  Peshawar University  **2003**  **The Humanitarians**.  One of the leading Non Government Organization in Pakistan. Which work for development of underdeveloped and Calamity hit areas by receiving funds from Unicef and other like donors.  **Jan 2007 to Dec 2007**  **Assistant Accountant**  Handling Account Payable and Receivable Module independently.  Setting up suppliers accounts.  Entering and reconciling Supplier balances.  Handling of Accounts Payable, Including checking, and booking of vendor’s invoices and making payments on due dates.  Supplier and staff advances and their settlements.  Ensuring booking and posting on timely basis of Prepaid, Provision for expenses and bank charges.  Cash Management  Preparing Bank Reconciliation statement  Coordinating with internal/External Auditors  Preparing periodic Creditors aging report and other Payable Reports  Ensuring Proper Allocation of common expenses to all the business units.  Preparation of various management information reports reflecting Future Payment Commitments.  GL & Inter-Organization reconciliation  Quarterly stock taking.  ****Responsible for Monthly Closing.  ****Recording & Preparing Reports in Quickbooks.  **Frontier College of Commerce and Computer Sciences**  **Mardan**  **June 2005 to August 2006**  General Accountant & Admin  Handling day to day Accounting Transaction.  Maintaining, Reconciling and Analyzing General  Ledger  Preparation of different Management Information reports such as Monthly Expenses Report, Trial Balance Review Report etc.  Preparing Bank Reconciliation Statement.  Cash Management and Interaction with Banks.  Handling Petty cash.  Employee advances and their settlement  **rident International Holdings Fzco**  th April 2008 till date  Account Officer  **(Temporary)**   * Making Payment Vouchers & Printing of Checks. * Entry of Invoices & Payments in Quickbooks. * Bank Reconciliation * Reconciling of Fixed Assets Schedule with physical Checking. * Working in Depreciation Schedule. * Schedule of Prepayments.    Expertise in Computer Based Accounting environment.  🡪** MS Office**  🡪 **Outlook**   * **Quick book, Peachtree** * **Tally**   Pakistani  03-jan-1981  English, Urdu & Pushto |