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# ***Fazle***

*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:**OrganizationPeriodJob TitleResponsibilities/ Assignments..   **Experience & Employment History:**Organization Period Job Title Responsibilities/ Assignments.**Experience & Employment History:**OrganizationPeriodJob TitleResponsibilities/ 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 lawPeshawar 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 dateAccount 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 |