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|  | 02Arslan  [Arslan.10704@2freemail.com](mailto:Arslan.10704@2freemail.com) |
|  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  | **Application for the position of Accountant, Senior Accountant.**  I have enclosed my resume with this cover letter which will accentuate my experience and knowledge to perform a job efficiently. Along with I have the potential to become the most important member of your company, Department. **My core strengths include, but not limited to the following:**  * Leadership/Supervision * Reporting and Communications * Teamwork * Ability to work under pressure   **Expertise:**  |  |  |  | | --- | --- | --- | | •  General Ledger | •  Accounts Receivables | •  Accounts Payables | | •  QuickBooks, Tally | •  Bank Reconciliation | •   Month End Reports | | •  Peach Tree | • Budgets & Forecasts |  | | •  Year Closing Entries | •   Final year end Reports |  |  **last worked:**I am a result driven with a Graduation in Commerce, ACCA finalist having 1.5 years of experience in Pakistan. Financial Accountant  **Uzair Hammad Faisal & Co, Chartered Accountants, Lahore**  A member firm of *Febel Werner Schnittke, Germany (FWS)* [lg_fws_rgb-grau-text](http://www.fws-audit.com/fws-audit/index.php)  I take pride in my capability and having experience in providing Compliance, support to the company wherever required and I have gained more knowledge, confidence, patience and also I have learned how to build good relationship with my co employees which I believe are all necessary to became a good employee of a reputable company .Having an approachable manner all the time.  Most prominently, I am a team player having an acquired ability to pay strong attention to detail where required. My ability to exercise strong judgment in times of crises became the reason for my Immediate Manager to entirely allocate important tasks as my responsibilities. I possess both the confidence and skills required to represent my department and company when required. **previous experience**  Financial Accountant  **Uzair Hammad Faisal & Co, Chartered Accountants, Lahore**  From 03-Mar-2014 To 10-Sep-2014  **Nishat textiles**  From 1-Feb-2013 to 27-Jan-2014  I would like to thank you for your review and consideration, and look forward to having an interview with you soon. | |

Enterprising, proficient, qualified **ACCOUNTANT** having over 1.5 years of experience , worked on **QuickBooks,Tally9** based Accounting Packages., able to confidently work with others at all levels of organisation with dependable capacity to meet challenging deadlines through excellent time management skills and self-motivation. Also possess flexibility, adaptability and determination to cope with change and setbacks.

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| Areas of Expertise |  |  |
| •  Problem Solving | •  Implementing Methods & Procedures | •  Follow up & Support |
| •  Leadership/Supervision | •  Credit Control Support | •  Team work |
|  |  |  |
| ACCOUNTING PACKAGES |  |  |
| •  QuickBooks, Tally, Peach Tree |  |  |

# EMPLOYMENT HISTORY

**Financial Accountant:**

**Uzair Hammad Faisal & Co, Chartered Accountants, Lahore**

A member firm of *Febel Werner Schnittke, Germany (FWS)* [](http://www.fws-audit.com/fws-audit/index.php)

UHF is an **ACCA** approved Gold **member** firm.

Key Responsibilities-

* Preparing the General Ledger Entries of the daily transaction.
* Follow up with customers for timely receiving the cheques from them.
* To prepare Receivable and payable Reconciliation.
* Cross Check and verify the payments received from customers, follow up for any differences.
* Prepare & Verify Purchase and Sales Entries.
* Prepares asset, liability, and capital account entries by compiling and analyzing account information.
* Dealing with Bank for finance related matters.
* Bank Reconciliation statements on regular intervals.
* Monthly figuration of expenses like rental payments, other marketing support expenses and posting necessary journal entries in the system.
* Preparing Petty Cash Statements and entries.
* Updating and maintaining internal accounts.
* Analyze and prepare report for the actual sales with budgeted figures.
* Collecting Overtime details, prepare salary statements.

# Hobby and interests

* Cricket
* Baseball
* Volleyball

# EDUCATION

**ACCA Finalist** Association of chartered certified Accountant (U.K)

**B.Com**- Bachelor of Commerce, University of Punjab, Pakistan

**Intermediate-** Intermediate in Computer Science Gujranwala, Pakistan

**Metric-** Board of Secondary School Education, Pakistan

Computer skills: well versed with MS office, like word, excel, access, PowerPoint, QuickBooks, Tally, Peach tree

# Personal information

Date of Birth : 15/10/1990

Language Known : English, urdu

Marital Status : Single

Notice Period : can join immediately

**VISA STATUS : VISIT VISA**