

CAREER SUMMARY

* Over **10** years of hands on experience in **Accounting**, **Bookkeeping**, **Forecasts**, **Budgeting**, **Business Plans**, **Financial Operations**, Process Redesign, Staff Development and **Cash Flow Projections**.
* I have big knowdge of tally, In prious job I have a good working experience in tally ERP 9
* **I am also senior cashier. I did control 72000 lac rupees daily in Pakistan. I did work with honesty.I have 10 years experience in this field.**
* **I have a lot of experience in collecting cash and depositing cash to bank with transforing funds to different business parties through bank onlines or uing cards.**
* **I have big knowledge about check, credit and debit cards with using these cards.I have also knowledge of different Vouchers.I did work as a team leader in prious company.**
* Hands on experience in preparing, maintaining, analyzing, verifying, and reconciling complex financial transactions, statements, records, and reports.
* Hands on experience implementing and using numerous computerized accounting systems for many years.
* Extensive experience in implementing and using **Peachtree**, **Quick Books**, **Tally**.
* Performed a variety of professional accounting functions supporting every day operations; maintain accuracy of **general**, **revenue**, and **expenditure ledgers** and **subsidiary financial systems**.
* Hands on experience in reviewing and auditing all accounts payable, purchase orders, cash receipts, business licenses, payroll, utility billing, and other accounting records and transactions; ensure money is posted to correct accounts and that all accounts balance.

**PROFESSIONAL EXPERIENCE**

Client Ali Sons,

Islamabad, Pakistan

Position Senior Accountant

Duration January 2005 - Date

**Description**

Haji Rehmat Ali Sons established their business in 1990 and is an Islamabad based Import & Export Company dealing with vegetables and fruits. They are involved in importing different stuff from India and northern areas of Pakistan and distribute in local market and internationaly through live bidding process. They have another branch office in Lahore.

**Responsibilities**:

* I was not only a senior accountant there but also worked as a cashier too; dealing with all the transactions of over three hundred thousand to twelve hundred thousand rupees on every day basis.
* Occasional basis I had to visit Lahore office and had a responsibility to overlook both office accounts.
* Performed a variety of professional accounting functions supporting every day operations; maintain accuracy of **general**, **revenue**, and **expenditure ledgers** and **subsidiary financial systems**.
* Maintained the accuracy of ledgers and subsidiary financial systems.
* Involved in the preparation of assigned budgets, annual audit, and year end closing; and provides highly responsible staff assistance to assigned management staff.
* Prepared **bank reconciliations** and related journal entries for a variety of accounts.
* Preparied a variety of monthly, periodic, and annual **financial and statistical reports** and **account summaries**.
* Assisted in preparation of year end closings and accompanying financial reports.
* Participated in the year-end audit; compiling and preparing the supporting schedules, work papers, and financial reports.
* Provided relevant information within the area of assignment; resolved issues in an efficient and timely manner.
* Administered the staff and took care of the business guests.

Client Fact College Jhang

Jhang, Pakistan

Position Accountant

Duration July 2004 – December 2005

**Description**:

Jhang Computer College was the only computer institute in Jhang distrect area during my service at this place. They had over 250 students devided into 5 batches. They offered Full time and part time accounting courses too.

**Responsibilities**:

* I was not only an accountant there but also worked as an accounting teacher in the institure too.
* Collecting all 250 plus studends monthly dues, issuing receipt and maintaining that entries into general and log book.
* Helped with account and statistics subjects to many part time students.
* Collaborated with business people and administering the staff.
* Preparing monthly and annual reports about the courses and internal accounts reports.
* Was involved in bringing more students by offering good customer services.

Client Muslim Commercial Bank

Jhang, Pakistan

Position Internship as an accountant

Duration January 2004 – June 2004

**Description**:

MCB Bank Limited, with more than 60 years of experience as one of the leading banks in Pakistan, was incorporated on July 9 in 1947. The bank has journeyed remarkable tenure of more than half a century of competitively edged and well positioned heights of success by deploying quality banking, heads on technological developments, professionally leading management and prudent and ethical work methodologies. MCB was nationalized along with other private banks in 1974 as part of Government of Pakistan's economic reform movement and was later privatized to Nishat Group lead consortium in 1991.

**Responsibilities:**

* This was the first every opportunity for me to gain an outstanding experience in the vast field of accountings.
* I was not only a internshiper but also worked as a cashier too; dealing with all the transactions of over three hundred thousand to twelve hundred thousand rupees on every day basis.
* Performed a variety of professional accounting functions supporting every day operations; maintain accuracy of **general**, **revenue**, and **expenditure ledgers** and **subsidiary financial systems**.
* Maintained the accuracy of ledgers and subsidiary financial systems.
* Involved in the preparation of assigned budgets, annual audit, and year end closing; and provides highly responsible staff assistance to assigned management staff.
* Preparied a variety of monthly, periodic, and annual **financial and statistical reports** and **account summary**
* Participated in the year-end audit; compiling and preparing the supporting schedules, work papers, and financial reports.
* Provided relevant information within the area of assignment; resolved issues in an efficient and timely manner.
* Administered the staff and took care of the business guests.

ACADEMIC QUALIFICATION

**Bachelor in commerce** (B.Com)

University of the Punjab, Lahore, Pakistan

**Diploma in Commerce** (D. Com)

Punjab Board of Technical Education, Lahore, Pakistan

**Certificate in Accounting Software** (Peachtree,Quick Books,Tally)

Institute of TOTAL IT Rawalpindi, Pakistan

**6 Months Certificate in Computer Application**

Government of the Punjab Trade Testing, Lahore, Pakistan

PERSONAL INFORMATION

**Date of Birth:** August 15, 1983

**Place of Birth:** Jhang, Pakistan

**Nationality:** Pakistani

**Marital Status:** Single