**Hafeez**

[Hafeez.144224@2freemail.com](mailto:Hafeez.144224@2freemail.com)

Nationality: Pakistani

Visa Status: Visit Visa

Marital status: Unmarried

Languages: English (Fluent) Urdu (Native)

I am result driven and highly self-motivated experienced professional having distinguishing knowledge of Accounting, Finance, Internal and External Audit. I am very keen to learn and explore new business process and applications, able to work in any business environment like pressure situation and urgent reporting. I tune up myself according to situation and always like to work for resolution of accounting matters.

**Career Objective:**

To secure responsible position in Accounts management and to serve as Accounts representative, sharing my breadth of professional experience and abilities effecting mutual employee and employer growth and success. I want to add values through utilizing my superior knowledge and Prospecting abilities in your business.

**Professional and Academic Education:**

|  |  |  |
| --- | --- | --- |
| **Level of Qualification** | **Awarded Institute** | **Year of Awarded** |
| **ACCA** | ACCA UK | **Continue** |
| **Higher Diploma in Accounting** | Scottish Qualifications Authority | **2013** |
| **Diploma in Commerce** | Punjab Board of Technical Education Lahore, Pakistan | **2008** |
| **Secondary Education** | Board of Intermediate and Secondary Education DGK, Pakistan | **2006** |

**Accounting Skills and Responsibilities:**

* Preparation of Financial statements including profit/loss, Balance sheet.
* Preparation of all heads of Accounts including Accounts receivables, Accounts Payables, Customers Accounts maintenance, Inventory, Cash and Bank balances.
* Preparation of daily, weekly and monthly sales and expenses reports.
* Preparation of Ledgers, Trial balance and conversion of trial balance into financial statements.
* Generating and entering vouchers and Invoices into data base.
* To provide accounting and clerical support to accounting department.
* Preparation of bank deposits, general ledger posting and statements.
* Preparation of Bank reconciliation statement.
* Type accurately, prepare and maintains accounting documents and records.
* Documents financial transactions by entering account information.
* Maintains accounting controls by preparing and recommending policies and procedures.
* Reconciles financial discrepancies by collecting and analyzing Account information.
* Prepares special financial reports by collecting, analyzing, and summarizing Account information and trends.

**Professional Experience**

Sales Executive

Zong Franchise

January 2014 to February 2015

**Accounts Officer**

**Acro Spinning & Weaving Mills Ltd Pakistan.**

March 2015 to September 2016

**Responsibilities:**

* The Accounting Clerk performs a variety of general accounting support tasks in an accounting department including:
* Verifying the accuracy of invoices and other accounting documents or records.
* Update and maintain accounting journals, ledgers and other records detailing financial business transactions (e.g., disbursements, expense vouchers, receipts, accounts payable). Enters data into computer system using defined computer programs (SAP)
* Compile data and prepare a variety of reports.
* Reconciles records with internal company employees and management, or external vendors or customers.
* Recommends actions to resolve discrepancies.
* Investigates questionable data.

**Training and computer skills:**

* Microsoft Excel
* Microsoft world
* Business writing skills
* Quickbooks & Telly