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| ***C:\Users\Personal\Desktop\Majid Snap.jpg***  ***MIRZA*** [***MIRZA.153710@2freemail.com***](mailto:MIRZA.153710@2freemail.com)    ***Accountant with 4 year Experience***  ***F*** | |
| ***Career***  ***Objectives*** | *To pursue a responsible position in a progressive organization that put forward challenges and recognition, with an opportunity to grow as finance professional and to employ my abilities with overall operations of the organization to generate excellent financial performance.* |
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| ***Academic***  ***Qualifications*** | ***Masters of Business Administration (Banking & Finance)***  *(Allama Iqbal Open University islamabad, Pakistan)*  ***Beachlor of Commerce***  *University of the Punjab Lahore, Pakistan)*  ***DIPLOMA IN COMMERCE***  *(Punjab Board of Technical Education, Lahore, Pakistan)*    ***Matriculation***  *(Board of intermediate and Secondary Education Gujranwala, Pakistan)* |

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| ***Employment History*** | Capture  ***Dawlance group of companies***  *Accounts Officer (February 2009 to April 2012; years)*   |  |  |  | | --- | --- | --- | | blue | Dawlance is the 7th most Favorite brand in Pakistan (out of 3500 brands) |  | | blue | Highest market share in 3 (out of 5 categories) |  | | blue | Among Top 2 ‘Top of mind (TOM)’ Brands in all product categories |  | | blue | Research revealed that Dawlance is in Every 2nd house hold in Pakistan (out of those house holds which have appliances) |  | | blue | Dawlance is considered to be the most ‘Reliable’ & ‘Innovative’ brand among all home appliance brands in Pakistan |  | |  |  |  |   ***Hansa Leather Private Ltd****.*  *Assistant Accountant (October 2007 to October 2008 1 year)*  ***Nasir & Co.Charterd Accountant Firm***  *Internee (July-2007 to Sep 2007)*  ***Muslim Commercial Bank of Pakistan***  *Internee (22Feb-2011 to 07Mar-2011)* |
| ***Experience Profile*** | I have diversified experience in following areas of accountancy.    **Accounts and Logistics**   * Preparation of monthly Bank Reconciliation Statements, Cash Positions. * Experienced in controlling debtors/creditors, aging analysis and reporting to the management. * Preparation of reconciliations of receivable and payables with their respective statements. * Experienced in dealing with banks for issue of Letters of Credit, Bank Guarantee and other various issues. * Data Entry * Vouching * Petty Cash Handling * Stock Inventory |
|  | ***Administrator***  *Head Office and Branch dealing*  *Office Staff Control* |
| ***Computer proficiency***  ***achievements and skills***  ***Personal detail*** | *Conversant with*   * *MS Word, MS Excel, MS Access, MS Power Point.* * *Peachtree Computerised Accounting* * *Tally Accounting.* * *Have multitasking, interpersonal and communication skills, both oral and written.* * *Analytical and detail-oriented, able to identify and implement process that increase accuracy and efficiency.* * *Ambitious, hardworking and committed to excellence.*  |  |  | | --- | --- | |  |  | | *Date of Birth* | *February 04h,1984* | | *Languages known* | *English, Urdu* | | *Nationality* | *Pakistani* | | *Marital Status* | *Single* | |  |  | | *Visa Status* | *Visit Visa* | | *Availability* | *Immediately* | |