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| **RESUME**    ***Availability:***  *Immediate*  ***Achievements***   * *Remained outstanding student throughout the school life.* * *Awarded Certification from:* * *ACCA (UK)* * *Gained Managerial Level of Experience.* * *Increased Profitability.*   ***Accounting Package***   * *Expert Hands in Tally, Peach Tree, Quick Book.* * *Practical knowledge of MS Excel & Word, Outlook.* * *ERP – SAP Training.*   ***Computer Literacy***   * *Windows 7, XP* * *MS Office (Word, Excel, PowerPoint)* * *Correspondence with Parties through Emailing.*   ***Strengths***   * *Capability to solve problems under any circumstances with excellent leadership qualities.* * *Willing and able to take responsibility and result oriented.* * *Self-motivated and energetic with a passion to work and gain versatile experience.* * *Extremely pertinent regarding ethics and professionalism.*   ***Commitment***   * *To genuinely work towards the overall Progress & Objective of the organization.*   ***Languages Known***   * *English* * *Urdu*   ***Hobbies***   * *Book Reading* * *Traveling* * *Cricket* | **Career Objective**  To pursue a dynamic career in an organization where I can explore the best of my capabilities and strengths, thereby contributing towards Organizational & Personal growth in an effective and efficient manner in the capacity of Accountancy Professional.  **Work Experience**   * **Rectangle Interior Decoration (Dubai, UAE).**   **Designation:** **Accountant General (Dec 2013 to 31-May-2015)**  **JOB PROFILE:**   |  | | --- | | * Maintaining all the Accounts up to Finalization & Accounting Records of the   Company containing Profit & Loss, Balance Sheet, Cash Flows, All types of  Vouchers and Entries in TALLY Software. | | * Maintaining the Payables Function including Ordering to Suppliers, Arranging   Payments. | | * Preparing all kinds of Management Reports as required by the Company Management.   Including Monthly Reporting Salary Sheets, Bank Reconciliations, Parties  Balances Reconciliations, Profit & Loss Statement. | | * Maintaining all the Document Control & Filing of the Office, e.g. Legal, Employees,   Clients, Suppliers Records. | | * Handling all the Receivables Function, Invoicing & making Recoveries from the   Customers and keeping the Follow up of that. | | * Handling all the Finance Issues, Financial Planning, Finance Management   of the Company & carrying out Financial Analysis of the Company &  Relevant Reporting. | | * Preparing the Budgets, Forecasts & Projected Reports, e.g. Costing of the Projects,   Expenses Budgets & Analysis.   * Maintaining & Handling of Petty Cash of the Company. * Coordinating with the Company Auditors to Carry out the Audit of   Company Accounts.   * Maintaining the Stock Reports of Company Stock & Materials. * Keeping Employees Records, Processing Salaries, Handling Employees Visa   Processes & Following up for that Process   * Managing any other Specific Tasks assigned by the Company Management. |  * **Jahangir Group of Publications, Lahore, Pakistan.**   **Designation:** **Accountant (10 May 2012 to 31 Oct 2013)**  **JOB PROFILE:**   |  | | --- | | * Prepare all kinds of Management and Financial Reports on weekly / monthly Basis   and presenting those Reports to Directors to assist in decision making.   * Finalize Accounts on monthly basis of the Group (Profit & Loss, Balance Sheet,   Cash Flows).   * Maintaining the Budgetary Controls by establishing the Budgets * (Revenue, Costs) & carry out Variance Analyses for decision making   purpose to control the Costs and hence increase Profitability   * Receiving All Accounting information & Reports from Company   Branches and verifying & analyzing that Financial Information (including  Procurement Function, Vouchers, Books of Accounts, Stock Reports, Bank  Reconciliations, Payroll function, Expenses Authorization.  Working Closely with External Auditors and helping them to collect Audit Evidence  & provide them with all relevant information to help in carrying out Audit Evidence. |  * **K2 Hosiery , Lahore, Pakistan.**   **Designation**: **Accounts Officer**   **(01Jan 2010 to 30th Apr 2012)**  **JOB PROFILE:**   * Preparation of all accounting records including Cash book, Journal vouchers, Bank   Reconciliations, Purchase & Sales Invoices, Payment Advices.   * Assist the Accounts Manager to finalize monthly Financial Statements. * Conducting Cash count daily and doing daily closing. * Reconciliations of Party Balances & Ledgers (Customers, Vendors Balances). * Finalizing & Making payments to Vendors. * Maintaining the Payroll Function and Prepare Staff Salaries. * Conducting Stock Taking and preparing Stock Reports and Reconciling stock   differences.   * Assisted in Internal Audit Assignments.   **Academic Qualification**   |  |  |  |  | | --- | --- | --- | --- | | **Qualification University / Board Year Division** | | | | | **Professional**  ACCA (UK)  CAT (UK)  **Intermediate**  D. Com  **Matriculation**  Science | SKANS School of Accountancy  SKANS School of Accountancy  Punjab Board of Technical Education, Lahore, Pakistan.  Board of Intermediate and Secondary Education Lahore, Pakistan. | 2012  2008  2005  2002 | 2nd  1st  1st  1st | |