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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:**

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| * 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.
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* **Jahangir Group of Publications, Lahore, Pakistan.**

  **Designation:** **Accountant (10 May 2012 to 31 Oct 2013)** **JOB PROFILE:**

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| * 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**

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| **Qualification University / Board Year Division**  |
| **Professional**ACCA (UK)CAT (UK)**Intermediate** D. Com**Matriculation** Science | SKANS School of AccountancySKANS School of AccountancyPunjab Board of Technical Education, Lahore, Pakistan. Board of Intermediate and Secondary Education Lahore, Pakistan. | 2012200820052002 | 2nd1st1st1st |

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