Objective

Looking for a dynamic career which provides challenging work environment and faster growth which encourages innovation and creativity and develops skills to expand department’s performance & organization’s profitability.

Professional Profile

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| **SHAZEB PHARAMACEUTICAL INDUSTRIES PVT LIMITED .PAKISTAN**  |

**Admin Officer & Accounts July 2011 - till date**

*Main Responsibilities*

* Administration work on Daily Basis, Employees Monitoring,
* Time Management, & Proper File System.
* Physically Annual Stock Taking Audit (Raw Material ,Work In Process ,Finish Good Inventory
* Preparation of Weekly Progress Report.
* Preparation of Monthly Fund Statement Report.
* Preparation of Comparative Statement.
* Bank Matter ,Payment & Cash deposit ,Deposit of Company account
* Matter of EOBI & ESSI ,Labour Law Department in Pakistan
* ***Preparation of monthly Stock Report***
* **Physical Verification of Inventories and Reconciliation with Books**
* **Email, letter and memo drafting and dispatches of invoices**
* **Maintain a petty cash accounts, accounts receivable, follow up of Payments**
* **Salary working including a loan and advance salaries and disbursement of salary**
* **Well educated, good communication (verbal and written) and interpersonal skills.**

## Management Trainee Officer May 2010 - April 2011

*Major Responsibilities*

* Helping with employee selection and recruitment process.
* Handling /managing employee’s personal files.
* Keeping and recording the performance and evaluation report.
* Employees’ salary.
* Processing the vouchers as per the universally accepted procedure with due compliances.
* Periodically recording and reporting of the financial data in the software and management respectively.
* After completion of the project he handsomely handed over all reportable record to the management.

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|  The Bank Of Khyber |

## Internship Jan 2009– June 2009

*Major Responsibilities*

* Deposit Management
* Account Opening
* Clearing
* Credits
* Online Banking
* Recovery Department

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|  **Peachtree Computerized Accounting Course only three month from Star Computer Academy**  |

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| **Hotel Management Course Only three month from skill Development Centre Khaki Mansehra** |

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Educational Profile

* **BBA (Finance)**

 (Hazara University Mansehra KPK Pakistan)

Professional Skills & Competencies

***COMPUTER SKILLS:***

* MS Word, Excel, Internet surfing & other commonly used Software

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| ***OTHER SKILLS:**** Excellent internal and external customer service skills
* Excellent interpersonal and communication skills
* Very good organizational skills
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