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| **28195**  **personal**  **information**  **DATE OF BIRTH**  25-Feb-1989  **NATIONALITY :**  PAKISTANI  **LANGUAGE :**  URDU,  ENGLISH  **GENDER:**  MALE | **OBJECTIVE**  To pursue a challenging career in a progressive environment where  learning, innovative and creativity are encouraged andwhere my skills  can be enhance to their maximum potential to contributeto overall  success and growth of organization as well as my career.  **QUALIFICATIONS**  **MBA(finance)** with 2.79CGPA from Bahria University passed in  Sep-2010 toFeb -2012  **BBA(Finance)** with (2.7 CGPA) fromBahriaUniversity passed in  Sep-2006 to June -2010  **Intermediate (science)** with 69%(B grade) from Larkana Board Passed  in 2006  **Matriculation (science)** from Larkana Board with 74%(A grade)Passed  in 2004  **INTERNSHIPS**   * **ZaraiTarqiati Bank ltd** from1-july-2011 to 17- August-2011 * **Responsibilities:** * Accounts opening, * Worked with accounts payable / receivable teams. * **National Bank of Pakistan** from 28-July-2009 to 9-Sep-2009 * **Responsibilities:** * Account opening, * Issued pay orders, * Managed electronic funds transfer.   **WORK EXPERIENCE**  **Account Assistant** at (WAPDA) from 5th-sept-2011 to 5th-sep-2013 (2 years)   * Prepared company accounts and tax returns for audit. * Analyzed and researched reporting issues to improve accounting operations   procedures   * Liaised with bankers, insurers and solicitors regarding financial transactions. * Posted and maintain accounting documents in the database. * Ensured invoice payments.   **SKILLS**   * Proficient in MS office Suit and peach tree accounting, * Fluent in speaking (English, Urdu, Sindhi) as well as good writing and   listening ability in English.   * ILETS band 5.0   **KEY PROFESSIONAL ABILITIES**   * Manage Team as well as individual work, * Disciplined in meeting deadlines, * Strong Communication skills,   • Advanced bookkeeping skills. |