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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 wherelearning, innovative and creativity are encouraged andwhere my skillscan 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 inSep-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. |