## Objectives

## Work Experience

**Dilroze Khan & Co Chartered Accountants ,Peshawar Pakistan**

Job Role:

Junior Auditor

Sept 2012—Jan 2014

Main purpose of Job:

Preparation Financial

Statement for paying tax to government.

**Gulfjobseeker.com CV No:** **1271358**

**Mobile +**971505905010 / +971504753686

To get contact details of this candidates

Submit request through Feedback Link

<http://www.gulfjobseeker.com/feedback/submit_fb.php>

To pursue a challenging career in a well reputed progressive organization by constant learning and hard work, to work devotedly in an innovative environment to fulfill both organizational and my personal goals. A company in which, I can contribute my professional expertise toward on its continued growth and Success.

Job Description:

* Compile and analyze financial information to prepare financial statements including monthly schedules and annual accounts.
* Ensure financial records are maintained in compliance with accepted policies and procedures.
* Prepare financial management reports.
* Ensure accurate and timely monthly, quarterly and year end close.
* Establish and monitor the implementation and maintenance of accounting control procedures.
* Resolve accounting discrepancies and irregularities.
* Monitor and support taxation issues.
* Develop and maintain financial data bases.
* Financial audit preparation and coordinate the audit process.
* Ensure accurate and appropriate recording and analysis of revenues and expenses
* Analyze and advise on business operations including revenue and expenditure trends, --financial commitments and future revenues.
* Checking that financial reports and records are accurate and reliable.
* Collating, checking and analyzing ledgers & vouchers.
* Review bank reconciliations, Loan schedules, Management fees etc
* Preparing financial statements such as Income statements, Balance sheet, Cash flow Statements and Owner Equity statements and Notes
* Account reconciliations and Analysis of Financial statements
* Current Ratio, Quick Ratio & Profitability Ratio.

**Consulting Associates,**

**Peshawar Pakistan**

Job Role:

Assistant Accountant

August 2010—August 2012

Main purpose of Job:

Keeping records & Managing Accounts

## Skills/ Knowledge

Job Description:

* Maintaining books of Accounts, recording day to day transaction and documentation of all transaction.
* Recording & Maintenance, Purchases from Vendors and arranging supplementary reports.
* Processing Purchases orders, Cash & Accounts basis.
* Recording Sales, Customers & Region wise on cash & Accounts basis and its reconciliations.
* Preparation of Vouchers such as Cash & Banks Payments, Cash & Banks Receipts and Journal Vouchers.
* Preparation of Cash books and Ledgers.
* Compile and analyze financial information to prepare entries to accounts, such as general ledger accounts, and document business transactions
* Reconciliation with Banks, Debtors and Creditors on Monthly basis.
* Monitor and review accounting and related system reports for accuracy and completeness
* Preparation of accounts payables, invoices and purchases order.
* Process of utility payments and Customer Refunds etc
* Balance Sheet, Audit Reports, Sales Invoices, Debtors Reconciliation and other Financial Reports to keep track of financial performance
* Inventory Control: - Ensure Stock availability, dead stock & non-moving stocks, monthly physical stock verification.
* Credit Control: - Monitoring receivable as per company terms.
* Generating Monthly Payroll for the Company, taking in to account Staff Attendance.
* Prepares asset, liability, and capital account entries by compiling and analyzing account information
* Preparation of monthly, quarterly, and annual financial statements
* Accounts reconciliations and financial statement analysis.
* Excellent Command over Peachtree, Quick Books and Tally accounting software’s.
* Managing of Purchase invoices and receipt invoices.
* General Ledger Management.
* Control of Payables and Receivables
* Control of Petty Cash Disbursement.
* Transaction Details Report.
* Vendors Payables Summary and Details.
* Proficient in windows applications such as Ms Word and MS Excel.
* Knowledgeable in Windows 7, XP/Vista OS.
* Excellent communication (verbal and listening) on phone and in person.
* English proficient both in speaking and writing.
* Can work under pressure even on tight working schedule.
* Capable of working with minimal supervision and handling multiple task assignments.

## Academic Career

## Certificates

M.Sc (Finance)

2013 Institute of Management Sciences, Peshawar Pakistan

Obtained CGPA 3.8 out of 4.0

B.B.A (Bachelor Of Business Administration)

2010 Virtual University Of Pakistan

Obtained CGPA 2.17 out of 4.0

* Peachtree, Quick book and Tally Accounting Software
* DIT (Diploma In Information Technology)
* CIT (Certificate In Information Technology)