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| **Gulfjobseeker.com CV No:** **1300122****Mobile +**971505905010 / +971504753686To get contact details of this candidatesSubmit request through Feedback Link<http://www.gulfjobseeker.com/feedback/submit_fb.php> | G:\1.jpg |
|  **OBJECTIVE**To be associated with a progressive organization which can provide me with a dynamic work sphere to extract my inherent skills as a professional, use and develop my aptitude to further the organization’s objectives and also attain my career targets in the progress. |
| **PROFILE** |
| An organized, proficient, and detail-oriented professional with **7 years** of experience in **Accounts** and **Internal** **Audit**. Expertise in **Accounting Software’s Specially Oracle ERP, Quick Books 2010 & Tally-9 ,** **Microsoft Excel**, **Microsoft Word** , **Microsoft Outlook** , **Microsoft Access. Possess interpersonal skills, as well as effective written and verbal communication skills.** |
|  **PROFESSIONAL EXPERIENCE** |
| **FREELANCING PROJECT (TALLY 9.0)** |
| **AL-NOOR TRUST****(Regd.)** | All expenditures from 2009 to 2013 of an under construction Mosque of Al Noor trust to be incorporated into TALLY from manual records with proper classification; i.e. from FY2011-13 and finalize the accounts for Audit review. * Developed Chart of Accounts in Tally as per required.
* Collected haphazard manual data and identify the revenues and expenditures relating construction of mosque.
* Created different cost centres to allocate expenditures and revenue for the period of 3 years i.e. 2010 to 2013.
* Allocated and reconciled capital expenditure of more than Rs.10 Million for the expansion of mosque.
* Transfer other expenditures and revenue from manual records into Tally.
* Close and finalize the accounts successfully for audit review.
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| **ISHAAT-E-ISLAM PUBLISHERS**Fair Price Book Shop | * Developed Chart of Accounts in Tally as per required
* Collected manual data and identify the revenues and expenditures.
* Create item list and allocate purchase and discount rates to the items.
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| **ARTISTIC MILLINERS (PVT) LTD. From: Nov-2011 To April, 2014** |
| **INTERNAL****AUDIT EXECUTIVE****(Jan -13 To Apr-14)** | I have been associated with the **Accounts and Internal Audit Department** of **Artistic Milliners (Pvt.) Ltd**. It is one of the largest companies of Pakistan in Garment and Textile sector. It deals in manufacturing and exports of Denim and Garments. **Software Using : Oracle ERP , Microsoft Excel****Responsibilities:*** Audit payment vouchers and report queries (if any) to respective authorities.
* Monthly scheduling & supervision of physical stock counts of stores.
* Conduct cash counts to verify that cash disclosed in GL physically exists.
* Observe Inventory Management System and identification of deficiencies in management and give appropriate recommendations.
* Plan, lead and execute operational and other assigned audit directed by AM.
* Write reports describing the work performed their conclusions and recommendations on every assignment and submit to the AM for review.
* Conduct meetings in order to discuss the audit observations.
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| **ACCOUNTANT****(Nov -11 to Jan – 13)** | **Responsibilities:*** Preparation of purchase vouchers, all sorts of Bank Payment Vouchers & journal vouchers.
* Preparation of sales tax Summary and File for Sales Tax Claim.
* Preparation of daily Cash Position and Outflows and maintain Cashbook.
* Preparation of daily & monthly report of Inventory & Prepare reconciliation of reports & Physical inventory at store including pending GRNs.
* Monitor the disbursement of advances and salaries through software in line with the coordination of HR.
* Scheduling & supervision of physical stock counts of different stores on monthly basis to verify the reports provided by store to verify the completeness of stock.
* Verify inwards and GRNs with POs including all signatory authorities and rate approvals in order to make payment to suppliers.
* Dealing and resolving supplier’s queries about their payment
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| **DAWN PAPER & BOARD MILLS From: April-2009 To Oct-2011** |
| **SENIOR****ACCOUNTANT** | It is the one of the popular manufacturer of variety of corrugated papers, used in Packaging Industry in Pakistan.I have been associated with the Karachi Trade office which deals with the trading of corrugated paper throughout the Karachi.**Software Using : Microsoft Access , Microsoft Excel****Responsibilities:*** Oversees the daily accounting activities required to maintain the general ledger. Supervises, directs, and reviews the work of the accounting staff (including, but not limited to, cash reconciliations, accounts receivable transactions, payroll, recording of revenue and expenses and report to Head office).
* To ensure recording & maintenance of Cashbook, Sales and Sales Returns Journal and Receivable Ledgers on daily basis. Also prepare aging of receivables and highlight to Manager Accounts.
* Assist in close the monthly accounts and prepare the Final Trial Balance.
* To generate invoice and send to clients.
* Prepare bank reconciliation on monthly basis of various bank accounts and liaison with bank in case of any ambiguity.
* Prepare Salaries of Karachi staff.
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| **SHARIA BOX. From: April-2007 To March-2009** |
| **SENIOR** **ACCOUNTANT** | It is the SME of making corrugated cartons for various renowned companies. I have worked as a Senior Accountant with extra responsibility of coordination with Debtors and Creditors.**Software Using : Microsoft Excel****Responsibilities:*** Maintain customer’s ledgers and their credit limits.
* Maintain inventory and its record.
* Expedited administrative routines and improved the filling system for a more efficient handling.
* Authorised daily vouchers and delivery challans.
* Monitor disbursement of workers’ salaries and overtime
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| **ADDITIONAL EXPERIENCE (Sales & Distribution)** |
| **INTERNATIONAL BRANDS (PVT) LTD. From: June-1999 To March-2007** |
| **FIELD SUPERVISOR** | Worked in IBL at their Karachi branch for these Principals:**MOBILINK, OXFORD UNIVERSITY PRESS.**My responsibilities were:* Supervise and motivated sales officers to achieve sales goals.
* Resolve disputes matters of key customers and principals.
* Assisted in maintaining stock.
* Kept the company updated with market information.
* Assure the customers to quality service.
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|  **EDUCATION AND QUALIFICATION** |
| **B-COM****2003** | UNIVERSITY OF KARACHIGovt. Premier College |
| **I-COM****1997** | BOARD OF INTERMEDIATE EDUCATION KARACHI Govt. Premier College |
| **MATRICULATION****1995** | BOARD OF SECONDARY EDUCATION KARACHI Oxford High School |
|  **HONORS AND AWARDS** |
| * **E-Commerce from Future Management Institute of Technology.**
* **Awarded “Best TSO of the Year” in 2004 & 2005 in IBL Telecom Department.**
* English Language from **PACC & American Language Centre.**
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| **PERSONAL INFORMATION** |
| * Religion: Islam
* Languages: Urdu & English
* Marital Status: Married
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