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|  | | |  | | 10417185_672532606117740_373125707_n-1 | | | | **Curriculum vita**  **Gulfjobseeker.com CV No:** **1324620**  **Mobile +**971505905010 / +971504753686  To get contact details of this candidates  Submit request through Feedback Link  <http://www.gulfjobseeker.com/feedback/submit_fb.php> | | | |  | |  | |
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|  | | | | **Career Objective** | | |  | | To Have a challenge position that provides opportunity to make contributions to the company and would enable me to enhance my knowledge and my skills  To work in a challenging environment where I can enhance my abilities and be worthy for the organization  In my experiences, I have worked As Assistant Finance Manager with BDO Ebrahim and Company Of Pakistan.and CRDO(Community Research development organization NGO). Pakistan**.** | | | | | |  | |
|  | | | | **Work Experience** | | |  | |  | | | | | |  | |
|  | | | |  | | |  | | **Finance Officer**  **( BDO** **Ebrahim and Company Of Pakistan)**  **Key Responsibilities:**  Set up and maintain general ledger, chart of accounts and perform financial reviews and analysis of revenue, expenditures, balance sheet accounts and budget variances. . Prepare monthly closures with cut-off procedures  .Ensure accurate data quality in ERP and financial reporting (monthly, quarterly and yearly) and financial statements (balance sheet, P&L, cash flow statements, payables and receivables, etc.) .Bank reconciliations  .Act as a key resource person to both the Finance Manager and Company Administrator by providing input and coordination of budget preparation, business analysis and internal controls Management of Accounts Receivables and Payables:  . A/P - management and set up of suppliers in ERP; process and payment of invoices; reconcile accounts; maintain an orderly and accurate filing system . A/R - management and set up of customers; POs, invoicing milestones in ERP; process invoices; prepare receipts; deliver invoices; | | **1 year experience** | | | |  | |
| **Experience** | | | | | |  | | **CRDO(Community Research development organization NGO) Pakistan Islambad**  **Key Responsibilities:** Prepare monthly closures with cut-off procedures  **.** Ensure accurate data quality in ERP and financial reporting (monthly, quarterly and yearly) and financial statements (balance sheet, P&L, cash flow statements, payables and receivables, etc.) **.** Bank reconciliations  **.** Act as a key resource person to both the Finance Manager and Company Administrator by providing input and coordination of budget preparation, business analysis and internal controls Management of Accounts Receivables and Payables:  **.** A/P - management and set up of suppliers in ERP; process and payment of invoices; reconcile accounts; maintain an orderly and accurate filing system **.** A/R - management and set up of customers; POs, invoicing milestones in ERP; process invoices; prepare receipts; deliver invoices; track A/R in ERP; contact outstanding accounts for payment until received Coordination of Tax compliance and Audits: Responsible for customer invoicing and tax compliance needs **.** Support the annual financial audit process Bank relationships management: **.** Day-to day operations with bank, maintain good | | | | **1 years experience** | |  | |
|  | | **Technical Skills** | | | |  | | | | **Accounting Software**   * Peachtree And Quick Book   **DIT**(Diploma of Information technology)   * Fundamental of computer I.T * Data structure using C. programming * Operating system * Data Communication * Office Automation * Financial Accounting * SQL/PLSQL Using BDA * System Analysis & Designing * E-Commerce Using JAVA,HTML&DHTML * Visual basic * Business communication * Project   **CIT**(Certificate of Information technology)   * MS Office, window installation * Other software installationHardware   Computer Typing course 3 Months | | | | |  | |
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|  | | | | **Qualification**  **Language Proficiency** | | | | | **BBA (Finance)**  **Major subjects:**  Corporate Finance,Financial Accounting,Financial Management,Organization Behavior, business Law, Working Capital Management, Taxation Management,Risk Management, Marketing Management,Strategic Management,Financial Statement Analysis,  Companies Law,Treasury &Fund Management,SecurityAnalysis,Project Evaluation,Analysis of FinancialStatement,MicroFinance,Portfolio Management, International Finance, Investment Banking  **Institute**Abasyn ,KPK  University of Abasyn  Pakistan  ………………………………………………………………………...................  **DIA***(Diploma in Accounting)*  *Commerce College*  *Peshawar Pakistan*  **FSC**  *Institute Name Govt College Buner Swat*  *Major subject Biology, Chemistry,*  *Physics etc . .* | | | | | |  | | |
| English, Urdu, | | | | | |