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|  |  | 10417185_672532606117740_373125707_n-1 | **Curriculum vita****Gulfjobseeker.com CV No:** **1324620****Mobile +**971505905010 / +971504753686To get contact details of this candidatesSubmit 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 skillsTo work in a challenging environment where I can enhance my abilities and be worthy for the organizationIn 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 processBank 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,  |