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## 

**Objective:**

**To seek a position in a prestigious organization that allows me to utilize my creativity Expertise and conceptual skills to play an integral part in an environment that would promote continual growth of knowledge and skills. With strong opportunities for advancement with the company I surely can benefit an organization for the best of it and can give maximum output of my skills.**

**Academic Qualifications:**

* **PIPFA (Accountancy)** from Institute of Public and Finance Accountants of Pakistan.
* **Bachelor of Commerce (B.Com)** from University of the Punjab Pakistan.
* **Intermediate (I.Com)** form Board of Intermediate and Secondary Education Pakistan.
* **Matriculation**  from Board of Intermediate and Secondary Education

Pakistan.

**Summary of skills:**

* Good negotiation, communication and customer services skills.
* Progressive **six** years of professional experience in different fields like marketing, forex trading, audit and accounts.
* Extensive knowledge of the methods, techniques and principles of accounting and IAS or IFRS.
* Skilled in analyzing and preparing weekly and monthly progress reports.
* Possess strong written and verbal communications skills.
* Excellent PC skills with strong emphasis on database and data analysis, Microsoft Word, Excel and PowerPoint.

**Total Experience:**

* **One year UAE experience as an accountant cum purchaser in Almasroor Hardware Trading LLC.**
* **Five years of experience as stock trader, marketing and audit trainee in PAKISTAN in different companies.**

**Employer :** **Javed Publisher.**  
**Duration :** Currently Working.

**Designation** **: Accountant.**

**Job responsibilities:**

* Manage day to day transactions or Accounting matters of the Enterprise.
* Bank reconciliation statement.
* Handle petty cash.
* Prepare daily and monthly reports.
* Manage payable of the enterprise and arrange payments and make the cheques clear.
* Preparing invoices and submitting to the debtors.
* Maintain cash flow of the enterprise.
* Recover cash from the debtors on time and manage their credit limits.
* Manage the payroll and records of the employee of the business.
* Coordinate with the clients and employer as well.
* Directly reports to the CEO.

**Employer :** **Almasroor Hardware Trading LLC.**  
**Duration :** From June 09, 2011 to April 26, 2012

**Designation** **: Accountant and Purchaser.**

**Job responsibilities:**

* Manage day to day transactions or Accounts matter of the company.
* Bank reconciliation statement.
* Inventory control.
* Handle petty cash.
* Prepare daily and monthly reports.
* Manage payable of the company and arrange payments and make the cheques clear.
* Preparing invoices and submitting to the debtors.
* Maintain cash flow of the company.
* Recover cash from the debtors of the company on time and manage their credit limits.
* Arrange stocks and make the deliveries on time.
* Manage the payroll and records of the employee of the company.
* Make sure that all the purchases entered properly in the system and stock is out properly and nothing is missing.
* Coordinate with the clients and employer as well.
* Directly reports to the CEO of the company.

**Employment History:**

**Employer :** **Ishtiaq Rana & Co. Chartered Accountants.**

**Duration :** From Nov 01, 2013 to Dec 05, 2014

**Designation : Audit Trainee.**

**Job responsibilities:**

* Checking all the accounting records and financial statements of the clients and their compliance with the tax returns.
* Verify that all the transactions comply with banks statements and accounting records.
* Check and review all the payables and receivables and receive the confirmation letter of their balance of payments.
* Check and receive all the evidences of major transaction.
* Observe while stock taking and note the accurate figure of stock at real time and also check work in progress in the production departments and stock movements.
* To collect the reasonable sample data of records.

**Employer :** **Excel Financial Services (Pvt.) Ltd.**  
**Duration :** From Jun 02, 2008 to April 14, 2010.

**Designation** **:** Financial Services Associate.

**Job responsibilities:**

* **Forex, stock and commodity trading.**
* Tele. marketing
* Arrange the meetings with prospective clients in house and out house as well.
* Build a new chain of clients and develop new business.
* Coordinate with existing clients and higher managements of the company.
* Work as a team player. Coordinate with the team members as well as manager of the company.
* Over look and trade the investments of the existing clients on behalf of the clients.
* Inform the clients about the market conditions and opportunities in the market.
* To give presentation to the clients while attending seminars of the company.

**Personal Business : Windsor Brokers, Onefinancial Markets,CCC**  **.**

**Duration :** From Dec 15, 2008 to July 10, 2013

**Designation : Broker Introducer.**

**Job responsibilities:**

* Working as an introducing broker.
* Develop business and customer and trade with own investments.

# Technical Qualification:

* MS-Excel
* MS-Word
* MS-Power Point
* **Oracle accounting software**
* **Peachtree accounting software**
* **Tally 9 ERP**
* **Teemlogix**

# Languages:

* English (Good)
* Arabic (working knowledge)
* Urdu/Punjabi (Fluent)

**Hobbies:**

# Bed Minton

Jym Workout

Book Reading

# Personal Profile:

Nationality : Pakistani

Date of birth : 2nd Feb 1986

Marital Status : Single

--End of Resume--