**SYED**

**Syed.233591@2freemail.com**

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**PROFILE**

MBA qualified, Talented, self motivated, enthusiastic financial management and accounting professional possessing a proven record over total of 9 years of working in private sector with small enterprises to large groups with diversified businesses, and making a significant contribution within financial administration / accounting and office management including HR issues.

**CORE COMPETENCIES**

•Financial Accounts •Tally Software • Microsoft Office • Peachtree Software

**PROFESSIONAL EXPERIENCE AND SIGNIFICANT ACHIEVEMENTS**

*THREE YEARS WORK EXPERIENCE AS AUDIT OFFICER (2008 till 2011)*

***Javaid Chaudhry & Co.***

***Certified Public Accountants,Auditors, & Tax Advisors***

Duties & Responsibilities:

 My role at ***Javaid Chaudhry & Co.***

 as an Audit Officer are as follows:-

1. Engaged in the audit of small and medium scale organizations.
2. Co-ordinate audit work with client and organize for staff to perform the audit
3. Supervise and develop junior members of audit team.

 4 Reports on the findings, conclusions and recommendation resulting from an audit or other investigations

 *THREE YEARS WORK EXPERIENCE AS ASSISTANT MANAGER ACCOUNTS (2012 to 2015)*

***UDL MEDICINE COMPANY***

1. *Management of all the receivable and payable accounts.*
2. *Preparation& maintenance of receivable and A/P vouchers.*
3. *Checking the stock according to the purchase order.*
4. *Allowing credit facilities to the customers.*
5. *Monitoring Aging of the accounts payable.*
6. *Tele the bank statements with the company records.*
7. *Handling cash and posting the sales into the sales ledger.*

*TWO YEARS EXPERIENCE AS ADMIN OFFICER (2004 to 2006)*

***Punjab Highway Patrol***

1. *Monitoring the duties of Punjab Highway Patrol officers.*
2. *Managing and maintaining all duty schedules of patrol officers.*
3. *Reporting the duty performances to the Superintendent of Police*
4. *Maintaining the record of casual n medical leaves taken by patrol Officers.*
5. *Giving necessary commands to patrol officers in emergency cases*

*ONE YEAR EXPERIENCE AS ASSISTANT MANAGER HR (2007 till 2008)*

***Punjab Highway Patrol***

1. *Managing transfer postings of Punjab Highway Patrol Officers.*
2. *Training and motivating the staff members.*
3. *Managing Seminars to educate and train the staff members*
4. Determining applicant qualifications by interviewing applicants; analyzing responses; verifying references; comparing qualifications to job requirements.

 5 Interviewing the applicants

 *6 Staff training.*

 **PROFESSIONAL EDUCATION**

***MASTERS IN ECONOMICS (2012-2014)***

***islamia university bahawalpur***

***MBA( Banking & Finance ) 2010 -11***

*Allama Iqbal openUniversity,*

*Islamabad. Pakistan*

 **PERSONAL INFORMATION**

Skills: Communication skills & Management skills,

Interests & Pastimes: Travelling, Dinning out, Listening Music, Outing with family.

Born: Feb 24, 1985

Marital Status: Single