** [*240679@gulfjobseekers.com*](mailto:240679@gulfjobseekers.com)

##### *Career Aims*

*A conscientious, responsible and organised graduate in finance from Coventry University UK is able to work quickly and accurately while under pressure, achieving and maintaining standards within time scales. An effective team player who can adapt to new environment and can learn things quickly.My career aim is to work in association with professional groups who offer me the opportunity for career advancement and professional growth.*

***Working Experience***

***Base Admin (Finance/HR/Admin) (10/09/2012-31/05/2015) ACF-International***

***House# 45 Sector 7 Phase 1 KDA Kohat, Pakistan***

***TASK & RESPONSABILITIES***

***OBJECTIVE 1: ACCOUNTANCY AND FINANCE***

1. ***Accountancy***

* *Control the quality of invoices and receipt provided and report missing invoices*
* *Fill out the financial information on invoices (voucher number, contract, budget line, amount…)*
* *Keep record of the daily transactions in Saga/Excel, and allocate the expenses to the correct accounting code, project code, contract and financial line, or third party code following the procedures.*
* *Do a daily physical cash count and control it against Saga cash book*
* *Close monthly accountancy and send it to Islamabad on the 2nd of the following month (both saga and original invoices)*

1. ***Logistic/Admin Relation***

* *To respect ACF purchasing procedures when giving an advance and to report to the Head of Base if these procedures are not respected*
* *If necessary, to inform logistic department on the purchasing procedures and on the ACF standard information needed on invoices*

1. ***Budget and Treasury Forecast***

* *Ensure that the planed expenses are in line with allocated budget. Make recommendation of budget reallocation if necessary.*
* *Assist the Head of Base in Cash Planning & forecast for the base.*
* *Responsible for organizing and maintenance all financial documentation for the Base.*
* *Responsible for cash and expense management for the base.*
* *Responsible for organizing and maintenance all documents regarding to grants’ implementation (Contracts, agreements, invoices, letters, etc).*
* *Contribute to elaboration of budget when required*

1. ***Other Administrative Responsibility:***

* *To ensure that the cook and cleaner perform their jobs as necessary*
* *To ensure the cook is always informed of the number of people for lunch and dinner*
* *To act as liaison between the expat staff, cook and cleaner (translating when necessary)*

1. *Inform the Head of Base, Administrator Co or HR Co of any professional problems occurred*
2. *Conduct all duties in a professional manner following ACF staff regulations and charter*
3. *Be flexible and adaptable with regards to the implementation of the daily work*

***Admin Assistant(Finance/HR) (31/10/ 2011-10/09/2012)***

***ACF-International***

***House# 13 A University Town Peshawar, Pakistan***

***Objective 1: To be in charge of the bookkeeping in Peshawar***

* *To assure that all advances made within the month is justified before the final monthly cash count*
* *To check and ensure the quality of invoices, and to report any missing invoices to the Administrator Base in his accountancy*
* On a daily basis, keep the books to register all the invoices received in the Excel book and to fulfil the accounting code, the contract code, the project code, the financial line & 3rd party
* *To code the invoices according to Excel files/Saga (date, number of “piece”, contract code, budget line, etc…)*
* *To ensure that the cash counts and bank reconciliation is ready on the last work day of the month*
* *To ensure the corresponding between the physical cash box and the Excel/Saga cash book on a daily basis*
* *To respect ACF purchasing procedures when giving an advance and to report to Peshawar Logistics and Administration if these procedures are not respected*

***Objective 2: To ensure the classification and filling of the accounting & HR documents***

* *To maintain all accounting documents (originals for the current month and photocopies for past months) & copies of Rental contracts: cars, truck, warehouse, guesthouse, office.*
* *To ensure that every contracted staff working for ACF has provided the appropriate documents (ID card, CV, signed contract, signed job description, contact information etc.)*
* *To ensure all files are constantly updated*
* *Translation of all documents related to human resources*

***Objective 3: Give assistance in cash base interventions in field***

* *Assist program in the cash base intervention*
* *Take active participation in disbursement of Cash in the field*
* *To get feedback from field about the cash base interventions*

***Objective 4: Responsible of Cash Box, Bank interaction***

* *Is responsible of Cash box management. Cash counts of cash box and safe box*
* *Is responsible to get cash from the bank as per requirement of the office*
* *Is responsible to give assistance for interaction with the bank when it’s required*

***Finance Assistant (17/01/2011-31/08/2011)***

***International Rescue Committee ( IRC)***

***House # 60 St. # 3, Sector # 2, Phase-1, KDA Kohat Pakistan***

* *Processing of petty cash transactions on daily basis as well as replenishing the petty cash on time to meet daily cash needs*
* *Implementing internal control procedures, according to IRC policies and procedures*
* *Maintaining of cash book on daily basis and ensure that all ledgers are updated*
* *Assisting Finance officer (FO) in processing of bank transactions as required*
* *Reviewing and checking all transactions are in compliance with donor and IRC requirements*
* *Posting all data into transaction spreadsheet on daily basis for review by the Finance Officer. Ensure that all information in the spreadsheet is correct and complete*
* *Assisting FO in checking of monthly payroll to ensure accuracy. Ensure timely disbursements*
* *Assist Finance officer in performing timely and regular balance sheet accounts reconciliation*
* *Preparation and checking of cash/bank reconciliation statements of all accounts on monthlybasis*
* *Assisting Finance Officer in preparation of draft donor financial reports and checking of BvA’s reports on monthly basis for expense tracking & reclassification in grants*
* *Supervising the maintenance of files in finance office*
* *Participation in professional development activities, as and when needed or requested*

***Account Officer (15/04/2010-15/01/2011)***

***A.J Textile Mills Ltd, Warsak Rd Peshawar, Pakistan***

* *Checking and posting of Mill petty cash vouchers-Mill Cash payment Vouchers (MCV’s) onto the company bespoke accounting software (Financial & Cost Accounting software)*
* *Checking and posting of Labour Cash Payment vouchers (LCP’s) onto the system*
* *Checking and posting of Mill Bank payment Vouchers (MBV’s) onto the software*
* *Checking and posting of Mill Receipts Vouchers (MCV’s) onto the system*
* *Maintaining ledgers of all the above four types of vouchers*
* *Reconciliation of Mill’s cash in hand a/c and Mill’s cash in hand labour a/c with labour cash return and petty cash return on daily basis*

***Assistant Manager (01/11/07-02/04/10)***

***Domino’s Pizza Jubilee Crescent***

***Coventry CV6 3ES, UK***

# *Domino’s Pizza is the world leading pizza delivery expert operating in more than 50 countries, including Pakistan. I started in the above store as part-time CSR (Customer Service Representative) and gradually promoted to as assistant manager. I worked in Domino’s during my full time study in UK, just to support & subsist myself. My main duties were:*

* *Assisting the manager with the weekly sales forecast*
* *Training new crew members*
* *Taking food orders over the phone as well as serving customer at the front*
* *Using till and card machine for cash and card payment respectively*
* *Assisting the manager in routing in rush hour*
* *Helping all crew members on slap table, make line, oven, food prepping etc*

# ***Accounts Assistant (28/05/07- 09/12/07)***

###### *Approachable Accounting Ltd*

***13 Edward St. Royal Leamington Spa CV32 6AX, UK***

*Approachable Accounting is a small practice of book-keeping, which provide tailor-made accounts packages to the clients’ needs and requirements in the West Midland, UK. The entire client’s work has been carried out by computerised accounts system,* ***Sage Line 50****. I was responsible for the followings:*

* *Purchase ledger, coding and posting*
* *Sales ledger, coding and posting*
* *Nominal ledger*
* *Petty Cash*
* *Payroll for the client*
* *Production of accounts up to trial balance*
* *Preparing the VAT returns for the clients*
* *Generating financial reports off the system*

***Qualification***

***Diploma in Accounts & Finance (UK) Oct 2008***

*Diploma Accounts & Finance in distinction from Pitman Training Centre, Coventry West Midland UK*

***MBA (Fin) (UK) Jul 2006***

*MBA (Finance)t Coventry University West Midlands UK*

***B.Sc Pakistan (1995)***