

Contact HR Consultant for CV No: 334417

E-mail: response@gulfjobseekers.com

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**CAREER OBJECTIVE**

Seeking a challenging position within Accounting ,Finance or Audit department to enhance the skills endowed by my professional qualification, with an aim to contribute consistently and positively towards the company success and growth. To work with an organization, where I can implement my academic and Professional skills to gain professional excellence through effective training & development, I wish to pursue a career with a vibrant organization, which will help me in fulfilling my passion for work.

**PERSONAL SKILLS**

Good at;

* Communication
* Team Working
* Customer Care
* Time Management
* Planing and Organization
* Motivation and enthusiasm
* Relationship building skills.

**PROFESSIONAL QUALIFICATION**

**ACCA** Skans School of Accountancey Lahore

Subjects Covered

|  |  |  |
| --- | --- | --- |
| **F1** |  | Accountant in Business  |
| **F2** |  | Management Accounting  |
| **F3** |  | Financial Accounting  |
| **F4** |  | Corporate and Business Law  |
| **F5** |  | Performance Management  |
| **F6** |  | Taxation (UK) |
| **F7** |  | Financial Reporting  |
| **F8** |  | Audit & Assurance  |
| **F9** |  | Financial Management  |
| **P1** |  | Governance Risk and Ethics  |
| **P2** |  | Corporate Reporting |

**Bachelor of Commerce** University of Punjab Pakistan

 **EXPERIENCE PROFILE**

**Work as Junior Accountant at Meeran G.K Flour Mill Pakistan 05 FEBTO 30 OCT 2016**

**key responsiblities**

* Prepare journal entries
* Complete general ledger operations
* Monthly closings and preparation of monthly financial statements
* Reconcile and maintain balance sheet accounts
* Prepare analysis of accounts as requested
* Administer accounts receivable and accounts payable
* Assist with payroll administration
* Account/bank reconciliations
* Review and process expense account

**COMPUTER PROFICIENCY AND PROFESSIONAL DEVELOPMENT COURSES**

Well versed with the latest versions of the

* MS Office (Advanced Excel 2013
* Internet,Email

**LANGUAGES**

Fluent in the following language:

* English
* Urdu

**REFERENCES**

Will be furnished on Demand