



**Numan**

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**Objective:**

Seeking a position for Accounts/ Finance in a dynamic organization with the intention of participating in growth of organization utilizing my exposure of different MIS systems and securing a professional career with opportunities to face challenges.

Professional Summary

National experienced professional with progressive 4 years of exposure and expertise in Accounts and Management, finance, Sales, payables & receivables handling and payroll functions. Proven skills in accounts finalization, budgeting, strategic planning and payables-receivables, reconciliation, debtor-creditor accounts and managing accounts operations in MIS & ERP environment. Well versed with Tally, QuickBooks and MS office applications.

Work Experience (More than 4 Years of experience)

**Real Boom Surgical Export Company** 

# Organization type: Surgical Export

# Position: General Accountant (Sept 2015 TO Jan 2017)

I have joined the company as a JUNIOR ACCOUNTANT and later on promoted as GENERAL ACCOUNTANT and performed below mentioned duties:

* Enter all Ledger & Trial Balance into the ERP 9 Relating to company.
* Carried out bank reconciliations, processed bank transfer requests, passing all receipt, payment & journal entries.
* Summarizing & Recording of Receipts / Payments vouchers on daily basis.
* Recording & Maintaining of petty expenses.
* Reconciliation of Cash in hand account on daily basis.
* Month-end, quarter-end and year-end closing
* Document control
* Calculation of Discount on monthly bases via agreement
* Follow-up payments to manage the outstanding sales balance falling due and contact customers before the balance become overdue to confirm payments
* Dealing with the debtor’s queries.
* Handle the purchase (verifying, posting and payments) one month only.
* Daily and monthly sale /collection Report/ Consumption report / stock report.

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| **MCB Bank Limited Sialkot, Pakistan**  Bank Cashier: 1 year Contract   * Sufficient clerical, bookkeeping, and administrative cash handling experience * Ability to maintain a balance of large bulk of currency constantly * Ability to maintain confidential information, thereby safeguarding the bank’s integrity * Ability to execute assigned duties effectively by proper understanding of both verbal and written directives * Ability to tolerate stress * Adequate customer service orientation and experience.   **Q Mobile Store Sialkot, Pakistan**  Retail Officer Oct 2012 – July 2014   * Able to help customers to find what they want. * Experience of working in a commission based sales environment. * Able to maintain high standards of display & visual merchandising to ensure the store is well presented. * Ready and able to work individually or within a team environment. * Good with numbers, and able to use modern computerized equipment and specialist retailing software.   **Internships:**  **National Bank of Pakistan**  **Sialkot, Pakistan**  (Operational Management/Cash Department) Jun-Aug 2012  **Muslim Commercial Bank Pakistan Sialkot, Pakistan**  (Collection/Recovery Department) Jun-Aug 2013  Professional and Academic Qualification  **Hamdard University Islamabad - PAK** Islamabad, Pakistan  Bachelor of Business Administration Hons/ MBA (3.17 GPA) Sep 2011 – Oct 2015  **Bise Gujranwala – PAK** Sialkot, Pakistan  Intermediate of Commerce 2009 – 2011    Computer and ERP Skills   * Microsoft Office/ (Advance Excel) : Excellent * Quick Book & Tally (ERP) : Good   **Language**   * + English (Fluent)   + Hindi (Fluent)   + Urdu (Native) |