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| HAFIZ HAFIZ.368660@2freemail.com |  |
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| **Objective:**  |  |
|  | Seeking a position in anorganization where excellent analytical and technical skills can be utilized to improve the company's profitability and to work with a professional group that will utilize my knowledge and skills contributing towards the success of the company.  |

**Resume Summary:** Professional Accountant with two years of experience, strong academic background and hands on experience in Accounting Packages and ERPs.

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| **Certification :** | CMA (CostManagement Accountant) (Cont.) |
| **Education:**  | B.Com  |

**Professional Experience**

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| **Organization :** | **Karachi Tube Mill (Pvt.) Ltd.** |
| **Designation :** | **Accounts Officer** |
| **Tenure :**  | **February 2016 to April 2017**  |
| **Job Description :** | * Prepare invoices, journal vouchers, Bank and Cash payment vouchers, accrual entries, accounts reconciliations and other accounting documents.
* Preparing monthly reports for accounts receivables and payables.
* Maintaining financial records in compliance with accepted policies and procedures.
* Prepared last 2 years’ month wise profit & loss account for performance measurement.
* Maintain and coordinate the implementation of accounting and accounting control procedures.
* Compile and analyze financial information to prepare financial statements including monthly and annual accounts.
* Preparing customer, vendor and bank reconciliations and coordinating with internal and external auditors for audit of account.
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| **Organization :** | **My Accounts** |
| **Designation :** | **Accountant** |
| **Job Description :** | * Prepare, review and analyze financial statements
* Prepare and present customized reports
* Posting Entries in Peachtree Accounting Software
* Research and analyze financial statement
* Reconciling the Accounts Receivable and Payable
* Recommends financial actions by analyzing accounting options
* Controlling income and expenditure
* Maintaining proper filing and present the records when needed
* Ensuring compliance with taxation legislation
* Any other task assigned by the management.
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**Professional Certification & Academic Education** *(most recent on the top)*

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| **Sr.** | **Certification / Degree** | Institution / University | **Specialization / Major** | **Passing Year** |
| 1 | **CMA** | Institute of Cost & Management Accountants of Pakistan | Advance Accounting & Financial Reporting,Strategic Management Accounting  | Cont. |
| 2 | **B.Com** | University of the Punjab | Commerce | 2014 |

**Computer Skills and Other Abilities**

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| **Sr.** | **Skills & Abilities**  |
|  | Experience with Peachtree |
|  | Quick-book |
|  | Spread Sheet (Excel) |
|  | Word Processing |
|  | Power-point Presentation |

**Remarkable Achievements &Courses**

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| **Sr.** | **Description of Activities** |
| 1 | Implementation of ERP (Quickbooks) at Karachi Tube Mills (Pvt) Ltd. thereby increasing accuracy and efficiency.  |
| 2 | Received Best Performer of the Month Award at Karachi Tube Mills (Pvt) Ltd.  |
| 3 | Attended Various Seminar on IAS/ IFRS, Taxation and corporate governance.  |
| 4 | Created various formats, models and analytical tools at My Accounts (Pvt) Ltd. to facilitate variance analysis using advanced functions of Excel e.g. Pivot table, V-Lookup, Macros etc. |

**Personal &Interpersonal Skills**

* Have pleasant, calm and adaptable personality
* Have good oral and written communication skills
* Have good management and leadership skills
* Able to handle multiple assignments and tasks with systematic approach.
* Self driven and motivated team player.
* Confident and energetic.

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| * Able to maintain the confidentiality of Company Affairs
* Have developed honesty, dedication, life experience and rapport with other people
* Readiness to improve and become skillful at new skills
* Ability to solve the problems, quickly when the situation demands it.
* Efficient, well organized & with effective time management ability
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**Personal Information**

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| Marital Status : | Single |
| Date of Birth | 09, july 1992 | - | July | - | 1992 | *Age:*  | 24 | Years |
| Language Competency : | Urdu, English, Punjabi & can read Arabic |
| Driving License : | Pakistani License |

**References**

Reference will be furnished on your demand.