**Khawer**

E-Mail: [khawer.370025@2freemail.com](mailto:khawer.370025@2freemail.com)

**Objective:**

Seeking fulltime employment within the reputable organization where my education, abilities and potential can be fully and efficiently utilized. I possess a deep understanding of how to utilize technology in order to deliver enterprise.

**Professional Synopsis:**

A young, competent, and team spirited person with requisite experience in the field of **Business Administration;** in inspecting the business. Well trained to recognize and identify / handle various situations simultaneously with vigilance and confidence. Capable of working efficiently in a group and possesses leadership quantum. Passionately believes in, communicates and exemplifies the vision, goals and strategies in each and every aspect of the Business Administration.

**Educational Credentials:**

* Master of Business Administration (MBA)-Finance from AJK University (Pakistan)
* Bachelor in Business Administration (BBA) from AJK University (Pakistan)

**Professional Experience:**

Company Name: Alpha Enterprises Pvt Ltd (Pakistan)

Designation: Accountant

**Job Assignments**

* Prepare and send invoices to Clients on monthly base.
* Follow up with the clients for the due payment.
* Manage day to day financial transactions of the company.
* Maintain book of accounts in a computerized environment.
* Perform aging of receivables/payables and report to the Management
* Handle cash management; control petty cash; prepare render accounts of individuals & departments.
* Ensure reconciliation of all sub ledgers & general ledger is performed on regular basis.
* Check Monthly Bank Reconciliation Statements of all bank accounts maintained; resolve any differences in a timely manner.
* Ensure that all accounts responsibilities are handled efficiently and effectively.

**Internship with National Bank of Pakistan**

* Worked in Cash Department , release cash to customers after verifying the authorized signature on cheque
* Maintain the ledger of customers at the end of the day.
* Worked in Clearing Department to process the checks deposited by the customer.
* Worked in Advances Department, responsible for issuing the loan to customers as per approved by management.

**Computer skills:**

* **Operating System:** Microsoft Windows
* **Microsoft Office:** MS Word, **Advanced MS Excel**, MS PowerPoint and MS Outlook,
* **Internet application**

**Personal Particulars:**

Date of Birth : Feb 02, 1991

Marital Status : Single

Nationality : Pakistani

Languages known : English, Hindi, Urdu

Visa status : Visit Visa

**Language skills:**

Proficient in English, Urdu, Punjabi

**References**:

Would be furnished upon request.