**Babar**

* [**Babar.386501@2freemail.com**](mailto:Babar.386501@2freemail.com)

**Career Objective**



An extremely motivated and focused Accountant with six years’ experience in financial reporting and accountancy. Excellent accounting skills, with experience in dealing with customers and high level workloads within strict deadlines. A positive and forward thinking attitude combined with calm, professional, detailed and accurate accounting results. Looking to start a new challenging position to meet my competencies, capabilities, skills, education and experience.

**Employment History**



**Accountant General**

***(December, 2017 – Present)***

**Job Responsibilities:**

* Issuing Journal Vouchers, Sales & Purchase Invoices using Focus software Maintaining account of customers on payables, receivables, PDCs and cash
* Reconciliation of Bank statements, Suppliers and customers’ statements.
* Issuing cheques, payment vouchers, receipt vouchers and other ad hoc reports as required by the management
* Analyzing monthly payables and receivables in order to ensure smooth running of business
* Detailed analysis of financial data

**General Accountant**

***(April, 2017 – November, 2017)***

**Job Responsibilities:**

* Prepare,examine, and analyse accounting records, finanacial statements, and other financial reports to access accuracy, completeness, and conformance to reporting and procedural standards

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Compute compliance

taxes owed and prepare tax returns, with payment,reporting and other tax requirements

ensuring

* Establish tables of accounts, and assign entries to proper accounts

**Senior Accountant**

***(April, 2015 – March, 2017)***

**Job Responsibilities:**

* Preparing sales invoices
* Preparing employees salaries,reconciliation and reports
  + Preparing debtors and creditors statements and their balances
* Preparing reconciliation of bank statement reports, debtors and creditors statements on a monthly basis to the management
* Reported daily, weekly and monthly sales statements to the management
* Maintained payable and receivable reports

**Assistant Accountant**

***(January, 2012 – March, 2015)***

**Job Responsibilities:**

* Sales Tax Preparation & Documentation of Returns
* Payroll, Salary Computation, Wages Calculation
* Reconcile all the accounts and banking transactions on Daily basis
* VAT-65 Forms for Goods received
* Prepare Interest Calculation Reports (receivable/payable)

**EDUCATION**



**Jun 2013 – Jun 2015 -** Masters in Commerce – Finance & Marketing Management from KashmirUniversity, University of Kashmir, Srinagar

**Jan 2009 – Dec 2011 -** Bachelors in Commerce from Government Degree College, Sopore **Jan 2007 – Dec 2008 -** 12th from Govt. High Secondary School Boys College, Sopore **Jan 1996**

**– Dec 2006 -** 10th from Iqbal Memorial School, Sopore

**ACCOUNTING PAKAGES:**

SAP Software,Tally Software ERP,Focus Software ERP, Thorough knowledge in Excel, word and Power point, etc.

**PERSONAL INFORMATION**

**Nationality:** Indian

**Date of Birth:** 7thOctober, 1990