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| jarral  Email· [jarral-397376@gulfjobseeker.com](mailto:jarral-397376@gulfjobseeker.com) |
| A career oriented position in a dynamic organization, where I could further develop my abilities and improve my interpersonal skills. |

# Experience

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| 13 sep-17– Till dateaccounts assistant  * Preparation of Bank Payment Vouchers. * Preparing Cheques and dispatching them to their vendors. * Dealing with Staff Medical and other benefits reimbursements. * Preparing and submitting Monthly Tax to State Bank of Pakistan * Preparing Petty Cash Vouchers and processing their entries. * Preparing Cash Vouchers and Maintaining Daily Cash * Entering The Receipts On the Software and Make Remittances  1 JAN-16– 31 MAR-17account opening officer, BANK OF PUNJAB  * Responsible for the day to day interaction with customers. * To ensure that the bank achieve its overall goals and objectives. * To show good values and right conduct among their people for better working relationships  15 sep-14– 1 Nov 2015billing exective,mtbc (medical transcription & billing company)  * Account Maintenance. * Analyzing and managing clients’ revenue cycles. * Medical Billing & follow-up. * Track Process and complete third party invoices |
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# Education

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| SEP-2012bachelor of commerce From Punjab University |
| Aug-2010Intermediate in commerce From Rawalpindi Board JUly-2007matric in science From Rawalpindi Board Internship  * Form 15 March 2013 to 6 October 2013 working experience as a Assistant Program Manager at ERPSoft Institute Pvt. Ltd and Partner Institute BISP. |

# COMPUTER &OTHER APPROVAL

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| 1. Working on Oracle R-12 (Payable, Receivable, General Ledger, Cash management Module.) 2. Efficient in Microsoft Excel & Word. 3. Sufficient Typing Speed. |  |

# PERSONAL STRENGTH & motivations

* Belief in achieving goals through team work, commitment and hard work.
* Quickly adaptable to new circumstances and working conditions and able to integrate and work with teams and motivated to achieve targets and challenges well within time.
* Excellent English speaking, writing and Interpersonal skills information systems understanding and quick learning capabilities.