Rao

Rao.5912@2freemail.com

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| Career Conspectus | Being strongly self motivated and committed to professional excellence and contribute the skills and education I have acquired for organizational growth. My core competency is determination to get the work done as proven by my varied experience in different sectors during my professional career.  |
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| Professional Qualification | M. Com (2007-09)Master’s in Commerce (Pakistan) **B. Com (2005-07)**Bachelor’s in Commerce (Pakistan) |
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| Professional Experience**Buraq Management Services Ltd****Free Zone****Ajman UAE.****Associates (Pvt) Ltd****Construction Co.****Flying Board & Paper Products ltd****Flying Group of Industries****Languages** | **Asst. Admin and Accounts (Mar 14- July 14)** My responsibilities are there.* Coding and entering Accounts Payable.
* Prepare Invoices.
* Preparing Payments (Checks) for Signature.
* Handle employee complaints and disputes
* Inventory Control.
* File Management.
* Reconcile Bank Statements.
* Reconcile with vendors.

**Admin Assistant. (Oct 10- Feb 12)** My responsibilities include following:* Prepare monthly expenses report.
* Dealing with clients regarding some business matters.
* Prepare, feed and maintain daily vouchers.
* Prepare monthly collection reports.
* Petty Cash Management.
* Bank reconciliation on daily basis.
* Cash withdraw and deposit in Banks.
* Delegation of work to staff members.
* Supervision and review of work carried out by staff members.

**Asst. Accounts Officer (Jan 10- Sep 12)**During this Period, I was involved in following tasks. * Data entry
* Bank Reconciliation daily basis.
* Petty Cash handle.
* Monthly expenses report.
* Monthly Collection reports.
* Telephonic client dealings
* Delegation of work to staff members.
* **English :** Fluent
* **Urdu :** Native
* **Hindi :** Fluent
* **Panjabi :** Fluent
* **Arabic :** Basic
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| **Proficient Skills** |  **I have good command on followings:*** Microsoft Office (Complete )
* Peach tree/Oracles Software’s
* Internet Browsing
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| **Personal Details** |  Date of Birth January 6, 1986 Visa Status: Residence Visa with NOC  Marital Status: Single |
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