



My Summary:

An energetic, multi-talented individual with optimistic mind. I hold extensive grip on **Financial Management and Business Administration**. I have experienced worthy groom in **Accounts** field around **5 years** under **banking and multinational environment**. Willing to be a part of an esteemed organization, where i can utilize my existing capabilities, which would enable me to grow further while fulfilling organizational goals.

Software Experience:

- Siebel Management Information System(MIS)
- Custom Relationship Management (CRM)
- Oracle Business Intelligence (OBI)
- Banking Software
- Cash management, IBR, Flex cube
- SAP

Qualification:

- **ACCA (UK)** Fundamental Level
Skans School of Accountancy,
Rawalpindi
- **B.COM (Bachelor of Commerce)**
Punjab University

Skills:

Strong Interpersonal skill

- Optimistic and target oriented.
- Quick pick-up ability.
- Punctual and smart working.
- Team Leader and team player.
- Excellent communication skills.
- Can manage stress conditions.

Computer Skill

- Proficiency in **MS OFFICE**
- **(MS Excel, MS Word, MS Outlook)**
- Typing speed **Min 30 W.P.M.**
- Can detect resolve computer problems.
(Both Hardware and Software)

Technical Experience:

General Accountant

Dec 2019 - Present

ALMARAI

AL RABIAH DAIRY FARM, AL-KHARJ, KINGDOM OF SAUDI ARABIA

To update daily milk production and sale, manage petty cash flow, Sap posting for daily expense and calf sales, Record keeping and updating of fixed asset register, Weekly flash preparation after Co-ordination with department managers, monthly payroll report analysis, staff final exit payment calculation, also completing assigned tasks and assisting farm accounting manager in routine matters.

Incharge Reconciliation

Jun 2017 - Dec 2019

THE BANK OF PUNJAB

PSDD, REGIONAL OFFICE, BLUE AREA, ISLAMABAD, PAKISTAN

Responsibility comprise with taking care of on ground functionality of Bank projects with respective business clients, like;

- Pakistan Telecommunication Company Limited (PTCL)
- MINISTRY OF RELIGIOUS AFFAIRS (MORA)
- MINISTRY OF WORK AND AFFAIRS (MOWA)
- Islamabad Electric Supply Company (IESCO)

Reconciliation Officer

Nov 2016 - May 2017

Responsibility starts from **comprehensive reconciliation of all bank branches PTCL bill collection with fund transfers**, which includes **daily intimation to faulty branches, Wrong Entry Reversals, Back Date Adjustments**, as well as calculation of commission and FED rate. Submission of claim to client and disbursement of

Achievements:

- **Certificate of Achievement** in **Financial Accounting** from **ACCA** on obtaining **85%** marks.
- **Certificate** for **Diploma in Accounting and Business (RFQ Level 4)** from **ACCA UK**.
- **Development** of **Monthly Consolidated Reconciliation Module** using **MS-Excel** for trace of day-wise activity of more than **550 Bank of Punjab Branches**.

Reference:

References will be shared on demand or at the time of interview.