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PERSONAL SUMMARY:

Seeking a challenging work environment to apply my intelligence knowledge & hardworking abilities to achieve organizational goals objectives with a willingness to form long-term relations with organization.

CAREER HISTORY:

Pakistan Currency Exchange Co. Pvt.Ltd As a Audit Incharge, *Employment dates (October 2007 – Present)*

JOB DESCRIPTION:

All PCEC Branches & Franchise and Other Customers Foreign Currency Deals Audit.

All Branches & Franchise ledger Reconciliation.

Dubai Exchange Companies Foreign Currency Import/Export Deals and Statements Reconciliation Check and Balance.

All Branches and Company Expense Audit.

All Branches & Franchise W/U and Foreign Currency SBP Report compliance.

All Company Bank Ledger with Bank Statement Reconciliation.

All Branches & Franchise Monitoring Through CCTV.

Resolve All SBP and Compliance Related Issues.

Maintained Record of all Market Liquidity Processes.

Maintain client relationships at the appropriate level and present a favorable impression of the firm

Resolution of accounting/technical issues raised by clients.

Internal control systems, offering recommendation for any weaknesses noted.

Delegate appropriate work to junior members of staff and review their work in a structured format.

Daily contact with client staff and other parties.

Key Competencies:

1. I am being familiar with how to operate computer.
2. I am being familiar with Reporting (income tax and SBP).
3. I am being familiar with basic information about tax.
4. I am being familiar with expense recording.
5. I am being familiar with comparing bank statement with ledger.
6. I am being familiar with making trial balance, profit and loss and balance sheet.

7. I am being familiar with sending all reports to head office.
8. I am being familiar with sending and receiving messages through internet.
9. I am being familiar with Monitoring Through CCTV.

ACADEMIC QUALIFICATIONS:

SCHOOL / COLLEGE NAME/YEAR Class Group Percentage

Rehber Primery School 2004 Metric Science 52%

Board of Intermediate Education I.com Commerce 43%

Karachi 2006

COMPUTER COURSE/SKILLS:

COUCHING CENTRE/INSTITUTE/YEAR COURSE

Iqbal Academy Computer Studies 2007 MS. OFFICE

Infra Institute of Information and Technology 2013 GRAPHIC DESIGN

Infra Institute of Information and Technology 2013 WEB DESIGN

SOFTWARE:

1. Adobe Photo Shop 7
2. Adobe Photo Shop cs2 & cs3 &cs4
3. Adobe illustrator
4. Adobe Dreamweaver 8
5. Adobe Dreamweaver cs4 & cs5
6. Microsoft Visual Studio 2008
7. Free Hand
8. Corel Draw
9. Micro Media Flash

SKILLS

Excellent skills in Microsoft Office applications especially excel Sound skills to implement all foreign exchange transactions Ability to provide customer services.

Involved in designing advertisements, brochures, handouts Graphics.

A knowledge of HTML and CSS.

Excellent graphical skills, creative flair and good color sense.

Designing & creating marketing materials on a range of projects.

LANGUAGES:

ENGLISH & URDU

REFERENCES:

Available on request