

Jawaid Iqbal



Contact: +971 56 582 4076

Email: Jawaidiqbal076@gmail.com

Visit Visa Valid till 25 Aug -2022

CAREER OBJECTIVE:

To explore my potentials to the maximum and utilize my abilities and skills for the benefit of my company. Apply my skills for better analyzing customer behavior and market trends and work proactively while promoting a win-win situation with my team members and grow with the organization.

CAREER PROFILE/SKILLS:

- Excellent communication skills.
- Good Understanding of General Accounting.
- Strong Follow-ups on Receivables to keep Cash flow in line.
- GL Reconciliation.
- Creative Thinker.

PROFESSIONAL WORK EXPERIENCE:



Organization: Khwaja feeds Pvt Ltd
(Poultry feeds and Cattle Feeds)
Tenure: Apr 2017 – Jan 2022
Designation: Accountant

Responsibilities:

- Manage all accounting transactions.
- Publish financial statements in time.
- Ensure timely bank payments.
- Reconcile accounts payable and receivable.

Achievement:

- Nominated twice as an Employee on the year.

Responsibilities:

1. Generating the company's financial reports using income and expenditure data.
2. Keeping a check on the company's finances based on financial status.
3. Reconciling the company's bank statements and bookkeeping ledgers.
4. Initiating and managing financial and accounting software used by the company.
5. Insert customer and account data by inputting text based and numerical information from source documents within time limits.

6. Compile, verify accuracy and sort information according to priorities to prepare source data for computer entry.
7. Scan documents and print files, when needed.
8. Maintain correct cash balances at cash registers.
9. Process payments made with cash, checks, credit cards, and debit cards.
10. Provide change if necessary when checks are cashed.
11. Communicate company policies and procedures to customers.
12. Provide change if necessary when checks are cashed.
13. Collect information on working hours of each employee.
14. Determine the right payroll amount by calculating overtime, bonuses, etc.
15. Prepare payroll payments and ensure payroll funding is in place.
16. Ask for confirmation of suggested payments from senior management.
17. Prepare and process statements of payment .
18. Prepare and execute taxes and payment of employee benefits.
19. Answer employees' questions about payroll.
20. Prepare periodic payroll reconciliation and submit reports to the payroll manager for review.

ACADEMIC EDUCATION:

<u>DEGREE/CERTIFICATION</u>	<u>EXAMINING BODY:</u>	<u>YEAR</u>
Masters of Arts in Economics	The University of Lakki Marwat	2021
Bachelor of Commerce (B.Com)	The University of Sargodha	2017

CERTIFICATION/ ADDITIONAL SKILLS:

- **MS Office** (All versions, esp. MS Word, MS Power Point and MS Excel)
- **MS Excel** (MS Formulae, Reports Automation, Macros, Presentations w.r.t. Analysis)

TRAININGS & WORKSHOPS:

Excel GURU Training

Year - 2015

- Intermediate and advance levels of MS excel

PERSONAL INFORMATION:

Father's Name : Kaloo
Date of Birth : 3 Jan,1995
Driving License : No

REFERENCE:

Reference will be furnished on demand.