

# RESUME

ADNAN JAVED BUTT



**D.O.B:**

22-09-1986

**Gender:**

Male

**Marital status:**

Married

**UAE ADDRESS:**

Dubai Daira Naif road

**Email:**

[danibutt009@gmail.com](mailto:danibutt009@gmail.com)

**MOBILE :**

**00971-523098927**

**Whatsapp:** 

**0092-3215456948**

**Nationality:**

Pakistani

**Religion:**

Islam

**Objective:**

Seeking a suitable position in an organization for utilizing my knowledge and experience for organizational as well as personal growth.

**Umar Butt Khalid Technical works L.L.C(Dubai)**

Working as "Accounts Officer" from, *may 01, 2016 To date.*



**Responsibilities:**

- Petty Cash disbursements.
- Bank related matters.
- Prepare Bank Statement.
- Supervision of financial records.
- Make the invoices of different contract party.
- Overall control relating accounts department.
- Make employee's salary monthly basis.
- Keep all record of employee's In MS Excel sheet & MS word Sheet.

**Global Pharmaceutical Pvt. Ltd**



Worked as "Office Assistant" from *April 04, 2012 to March 19, 2016 in*  
Global Pharmaceuticals.

**Responsibilities:**

- Work In the absence of accounts officer, Make invoices in the absence Of P.C Operator. Control the branch in the absence of Branch Manager. Work in warehouse in the absence of Store In charge.
- Coordinate with H.O daily basis.
- Preparing "Sale Representative Officers" Incentives monthly basis.
- Preparing Branch incentive monthly basis.
- Preparing Expenses of all staff monthly basis.
- Well awareness regarding P.C Operator & accountant assignment.
- Randomly Warehouse stock taking on daily basis.
- Assets checking randomly.
- Help out to other staff in case of over burden.
- In the absence of delivery officer *stock delivery* to market.
- Well Work with Software **0.1 Concept DMS** as Office Assistant.....!



## **Muller & Phipps Pakistan Pvt. Ltd**

Worked as “**Junior Account Officer**” from **Sep 01, 2007 To Apr 04, 2011** in Muller & Phipps Pakistan Pvt. Ltd

### **Responsibilities:**

- Sales and Bank Reconciliations submission to Head office.
- Controlling and Monitoring of Credit issued in Market.
- Internal Auditor: Monthly Store Stock Audit.
- Claims Submission to UPL.
- Sales Cash Collection from Delivery Officers.
- Petty Cash disbursements and Bank related matters.
- Supervision of financial records.
- Assets Control and optimum utilization.
- Overall control relating accounts department.
- Well work with **software Ultra Unilever** Company.

### **Education:**

- **B.A (Bachelor)** Allama Iqbal International University Islamabad.
- **F. Sc (intermediate)** Board of Intermediate and Secondary Education, Rawalpindi.
- **Matriculation {SSC}** Board of intermediate and Secondary Education, Rawalpindi.

### **Interests , Activities and Ability**

- Like to work in accounts and worked in accounts department mostly.
- I try my best with extra effort that Branch operation remains smooth.
- Have ability to work in all office fields like (IT Office, Accounts officer, Branch Manager, Ware House In charge) with fully control.

### **References:**

- Use Well Office like MS Word, MS Excel and MS PowerPoint.

### **Declaration:**

- Have ability to work in pressure & long hours.
- References will be gladly furnished upon request...!
- I hereby that the above mentioned detail are true to the best of my knowledge and I bear responsibility for the correction of details.

**Date:**

**Signature**