

# **Abdul Ghani**

Frig Al Murar. Near Talal Supper Market ,DeiraDubai,UAE

Cell No: +971-56-8146586, E-mail: [ghani.executive@gmail.com](mailto:ghani.executive@gmail.com)



## **Objectives**

**I believe in honesty, simplicity, hard work and commitment. I have High standard of quality and I always Strive for improvement and Seeking a challenging position in a growing organization where acquired skills & Knowledge will be utilized towards continued growth and development. I enjoy working in truly national, Multinational & multi-cultural environment.**

## **Professional Experience**

**Position:** Assistant Manager Accountants

**Employer:** Xenon Pharmaceuticals (Pvt) Ltd

**Duration:** 15 Oct 2013 to 18 May 2018

**Description of Duties and Major Responsibilities:**



- ✓ petty cash
- ✓ Daily cash Léger with cash payment & Receipts Vouchers
- ✓ Daily Bank Léger with Bank payment & Receipts Vouchers
- ✓ Payment of Administrative, Operational & Marketing Expense through Bank & Cash
- ✓ Payment of Salaries to Factory Admin, Marketing & Production Staff every Month
- ✓ Sale & Collection Sheet daily Bases
- ✓ Invoices for Company Record & Maintain file on daily bases
- ✓ GRN(Import & Local Purchase) after verifying Qty From QC & Rate through Approved PO
- ✓ Monthly bank Reconciliation
- ✓ Monthly prepare EOIB & Social security contribution forms
- ✓ Monthly prepare WHT (Salaries & Venders) & Submitted on FBR Site
- ✓ Import purchase dealing with Banks (Pharmaceuticals Raw Materials)

## **Reporting to Management**

- ✓ Daily Financial position report
- ✓ Daily Cash Report & Balance Position
- ✓ Daily Banks report & Balance Position
- ✓ Monthly expense Report & comparison
- ✓ Salary Comparison Report Month vise

**Position:** *Audit Officer*

**Employer:** *BMC (Accountants, Internal Auditors, Tax Advisors, System Analysts, Corporate Consultants) Lahore.*

**Duration:** *1<sup>st</sup> Jun 2012 to 30<sup>th</sup> September 2013*

**Description of Duties and Major Responsibilities:**

- ✓ *Reviewing and approving all monthly reconciliation (Banks, receivables and payables) and the journal Vouchers.*
- ✓ *Reviewing Commercial invoices and manage allocation of due payments.*
- ✓ *Reviewing Overall cash management including receivables, payables.*
- ✓ *Develop & implement audit plans of internal business processes, application system, and general control.*
- ✓ *Prepare written audit report & recommendations to improve the efficiency on its operation.*
  
- ✓ *Preparation and finalization of Audit Reports.*
- ✓ *Planning audit and reviewing audit documentation.*
- ✓ *Prepare audit report of Customers respective audit assignment.*
- ✓ *Conducting Physical Stock taking and preparing Stock analysis reports.*
- ✓ *The review the accounting system in respect of banks, sales and purchases to inform the directors regarding the financial performance and position of the company.*
- ✓ *Assist in training and lead staff and trainees on audit policies and procedures.*

**Data Entry operator (DEO)**

**Employer:** *NADRA*

**Duration:** *22 Feb, 2012 to 22 May, 2012*

**Description of Duties and Major Responsibilities:**

- ✓ *Token Delivery Station*
- ✓ *Thumb Station*
- ✓ *Data Entry Station*
- ✓ *Form Delivery Station*
- ✓ *Form Receiving Station*
- ✓ *Card Distribution Counter*



## **Internship**

*Six weeks Internship in Allied Bank Limited Model Town Branch D.G.K.*



**Working experience in:**

- ✓ *Vouching*
- ✓ *Record Keeping*
- ✓ *Customer Service*
- ✓ *Cash Sought*

**Languages**

- ✓ *Urdu, English, Punjabi & Saraiki,*

## Other Skills

- ✓ Ability to Manage Banks Accounts.
- ✓ Effective Communicator with Solid Interpersonal & Presentation Skills.
- ✓ Fluency in Written & Spoken Expressions.
- ✓ Flexible to adopt changes in accordance with working conditions.

## Computer Skills

- ✓ Microsoft Office, especially Excel, Word and PowerPoint.
- ✓ Windows Installation
- ✓ Internet browsing & other current applications.

## Academic Qualification

Session	Qualification
2011	<b>MBA (Finance)</b> University of Agricultural Faisalabad (UAF)
2009	<b>B.S.C (Math, State, Economics)</b> From <b>BZU</b> Multan



## Personal Information

- ✓ Father's Name: : Muhammad Ashiq Hussain
- ✓ Date of Birth: : 10 December, 1986
- ✓ N.I.C. No: : 32102-9747786-5
- ✓ Passport No: : JF4137861
- ✓ Marital status: : Single
- ✓ Domicile: : D.G.Khan(Punjab)
- ✓ Nationality: : Pakistani
- ✓ Religion: : Islam

## References

- ✓ Will be furnished on demand