CURRICULUM VITAE 

UMAIR BASHIR   
**Contact #** 00971589514324

**Email ID:** [bumair97@gmail.com](mailto:bumair97@gmail.com)

**Dubia Address:** Port saeed near clock tower dera

***Personal Information:***

**Father Name:** BASHIR AHMAD  
**Date of Birth:** 30-JULY-1991

**Religion:** Islam

***Objective:***

To pursue as an employee in a growing and dynamic institution, putting my theoretical knowledge and skills into practical form, thus rendering all possible services in my capacity to the betterment of firm and to gain experience in the field of my interest.

***Qualification:***

|  |  |  |  |
| --- | --- | --- | --- |
| DEGREE | Division/CGP | SESSION | INSTITUTE |
|  |  |  |  |
|  |  |  |  |
| B.com | **52%** | **2010-2012** | **University Of Punjab** |
| I.com | **54%** | **2008-2010** | **Lahore Board** |
| MATRIC (Science) | **70%** | **2007-2008** | **Lahore Board** |

***Experience:***

**Company: Ghazi Fabrics International Limited **

**From:** JAN-2016 **to MAR-2017**  
**Position:** Accounts Officer

**Website:** [www.ghazifabrics.com](http://www.ghazifabrics.com)  
**Mob:** +92 332 4407372

**Reference:** WAQAR AHMAD

**Roles & Responsibilities:**

* Prepare all kind of voucher like **(Journal, Bank, Cash, Purchase Voucher)**
* Valuation of goods receives notes.
* Preparation of all expense **(H.O, Site)**
* Preparation of sales report **(Export, Local, Waste)**
* Reconciliation of ledgers
* Monthly site visit. Checking,  
   Stock in process

**Cash position.**

**Inward & Outward gate pass.**

**Management Reports.**

**Export rate calculate.**

* Bank reconciliation on monthly basis.
* Assisting the accounts manager in closing books of accounts.
* Making sure all the payable and receivable invoices are posted and their ledgers are matching .
* Liaison with the clients and remove discrepancies.
* Any other duty assigned by the manager.

**Company: SARTAJ SHOES FACTORY**

**From:** JAN-2015 to DEC-15 **(1-YEAR)**

**Position:** Accounts Officer  
**Location:** Madina Town Harbanspura, Lahore, Pakistan.

**Roles & Responsibilities:**

* Prepare all kind of vouchers **(bank voucher, purchase voucher, sales voucher).**
* Reconciliation of ledgers.
* Prepare sales & purchase report.
* To monthly stock taking.
* Bank reconciliation on monthly basis.
* Assisting the accounts manager in closing books of accounts.
* Making sure all the payable and receivable invoices are posted and their ledgers are matching .
* Liaison with the clients and remove discrepancies.
* Any other duty assigned by the manager.

***Skills:***

**Interpersonal:**

* Good communication & presentation skills.
* Strong analyzing power & quick learner.
* Function well as both independently and as a team member.
* Easy Adaptation to new concepts and handling multiple responsibilities.
* Adjustable/Flexible in an Environment of changing circumstances.
* Social attitude and believe in making good maintained relationship with colleagues/clients.
* Easy to work in a multi-cultural and multi-lingual environment.

**Languages:**

* English (Speaking, Reading, Writing)
* Urdu (Speaking, Reading, Writing)
* Arabic (Speaking beginning )

**Professional:**

* MS Office (Word, Excel, Power Point), Adobe Acrobat.
* Oracle Financial
* Fox Pro.
* Peachtree Accounting Software
* Maintaining and keeping office documentation with proficiency.
* Internet Searching & Online Troubleshooting.
* Hardware tips.
* Computer applications to financial problems.
* Innovative & problem solving approach.

***Others:***

**Area of Interest:**

* Accounts & Finance

**Reference**: Will be provided on need.