

ARIFA ASGHAR ALI

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Marital Status	: Married	imarifa@gmail.com
Date of Birth	: 16-11-1989	
NIC No.	: 37405-7995483-6	
Religion	: Islam	
Nationality	: Pakistani	

Career Objective

To be part of Dynamic Institution where mutual respect and recognition are based on professionalism and where growth is interpreted in terms of not only monetary and carrier progression but also the essence should be driven in form of mental and personal development an environment where my skills and expertise can be better Utilized and optimized gained through previous work experience.

Education

ACMA (ICMAP)	(Strategies level in Process)
ACMA	(Managerial Level)
B.COM	(University of Punjab, Lahore – 2009)
ICS	(Rawalpindi Board - 2007)
Matriculation	(FBISE Islamabad -2005)

Current Jobs

4-Jan 2021 –To Dated: Ciders food pvt.Ltd (As aAccountant).Duties:

Preparing and reviewing ledger balances and monthly accounts, handling overall company expenses, Reconciles financial discrepancies by collecting and analyzing account information,

Maintaining and monitoring the company's financial systems, managing monthly company payroll, handling general account queries

Maintaining a record of all receipts and payments

Acting as a point of contact for all internal and external financial issues

Previous Experience

6-DEC 2016 –To Dated 10- JAN 2019 :Yusra Medical & Dental College (As a Accountant

Duties:

Fee collection , Receipt Making, Reporting, Voucher making , cash Handling , Student File update, Monthly Fine and Fee Update, Assist in payroll preparation by providing relevant data (absences, bonus, leaves, etc)

Communicate with public services when necessary.

**Previous
Experience**

NOV 2016 –To Dated 5.10.17: Shelby BPO (AS A HR Manager): Duties:

Assist with day to day operations of the HR functions and duties
Provide clerical and administrative support to Human Resources executives
Compile and update employee records (hard and soft copies)
Process documentation and prepare reports relating to personnel activities (staffing, recruitment, training, grievances, performance evaluations etc)
Coordinate HR projects (meetings, training, surveys etc) and take minutes
Deal with employee requests regarding human resources issues, rules, and regulations
Assist in payroll preparation by providing relevant data (absences, bonus, leaves, etc)
Communicate with public services when necessary
properly handle complaints and grievance procedures
conduct initial orientation to newly hired employees.

JULY 2016 –To 30 Oct 2016: Printmatic (AS A HR Executive):

Duties:

Assist with day to day operations of the HR functions and duties
Provide clerical and administrative support to Human Resources executives
Compile and update employee records (hard and soft copies)
Process documentation and prepare reports relating to personnel activities (staffing, recruitment, training, grievances, performance evaluations etc)
Coordinate HR projects (meetings, training, surveys etc) and take minutes
Deal with employee requests regarding human resources issues, rules, and regulations
Assist in payroll preparation by providing relevant data (absences, bonus, leaves, etc)
Communicate with public services when necessary
properly handle complaints and grievance procedures
Conduct initial orientation to newly hired employees.

Jan 2016 –2-Decmber: COMMATIC PVT LTD (AS A Finance Executive):

Duties:

Preparation and input of month end journal voucher.
Debtor and Creditor reconciliations.
Formulating strategies to enhance the business.
Maintain sales Record of company.
Management the daily base purchased order.
Payments Records .
Maintain ledger sheet of company clients.
Supervise handling of Cash Department.
Ledger and P&L Account.
Monitor staff leave record, salaries and monthly profit disbursement.
Prepare proposal letter.
Maintain ledger sheet of company clients
Prepare order letter.
Supervising junior financial staff.
Conducting regular business reviews of financial performance.
Cash Flow.
Costing the Tender Bid.
Job card check.

Jan 2012 – 2015: SH. Wilayat Ahmed & sons (AS A Assistant Accountant officer):

Duties:

Preparing sales invoices & the upkeep of an accurate accounts filing system

Preparation and input of month end journal voucher

Inputting, matching, batching and coding of invoices.

Debtor and Creditor reconciliations.

Formulating strategies to enhance the business

Maintain sales Record of company

Management the daily base purchased order

Payments Records

Maintain ledger sheet of company clients

Supervise handling of Cash Department

Ledger and P&L Account

Monitor staff leave record, salaries and monthly profit disbursement.

Prepare proposal letter

Maintain ledger sheet of company clients

Prepare order letter

Supervising junior financial staff.

Conducting regular business reviews of financial performance

VELOX COST & MANAGEMENT ACCOUNTANT

As a corporate Relations officer since 23 sep 2011 to 27 Dec 2011

Skills Profile

Solid writing, editing and oral communication skills.

Excellent human relations skills, having dealt a variety of customers and employees.

Computer proficient with windows applications, MS office and Internet explorer.

Superior ability to achieve immediate and long-term goals.

Proven ability to analyze, plan and manage.

Accustomed to working in fast paced environments with the ability to think quickly and successfully handle difficult people and difficult situations

Excellent interpersonal skills, ability to work well with others, in both supervisory or support staff role.

Areas of Interest

Finance, Internal Audit, Accountancy

Computer Skills

QuickBooks, Excel, words, PowerPoint

Language

Read, write and speak

English ,Urdu, Punjabi

References

Provided on Demand

Note: -All the documental proof will be provided on demand.