



Asad Ali

Accounts Officer



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Chak No.43/GD,P.O Khas
Tehsil & Distt.Okara

OBJECTIVE:

To contribute towards the growth and development of a dynamic organization where opportunities to grow both professionally and personally are ample and where I can utilize my skills effectively & efficiently.

EXPERIENCE

Account Officer

Madina Group Of Industries Pvt. Ltd (Chiniot)

(Madina Enterprises Ltd.) & (Faisalabad Oil Refinery)

(Since July, 2018 to date)



Duties & Responsibilities:

- Preparation of vouchers (CPV , CRV, BRV, BPV, JV).
- Daily cross checking & posting of vouchers.
- Preparation of bank reconciliation statement.
- Monitor accounts to ensure payments are up to date.
- Verification of purchase bills.
- GRN checking & posting.
- Prepare & process store parties payment.
- Up to date Sales parties receipts.
- Maintain Employees loan & advance record.
- Preparation of employees salaries.
- Preparation of stock reports (Ghee & Steel).
- Costing of billets, and baby furnace.
- Dealing with contractors and their bills reconciliation.
- Preparation of steel sales order.
- Preparation of steel loading un-loading bills.
- Reconcile store & sale parties ledger.
- Maintain record on daily basis.
- Audit of finish goods & store on monthly bases.

QULIFICATIONS

BBA (Hons)

University of Education Lahore
(Okara Campus)(2013-2017)

COMPTER PROFICIENCY:

- MS Word
- Excel
- Power point
- Visual basic software (V.B)
- Cosmo software

Leader ship skills

- Diligence and hard work
- Communication skills
- Decision making
- Managing Skills
- Time Management skills
- Analytical skills

Languages

- English
- Urdu,
- Punjabi

References:

- will be provided on demand.