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| **NOOR-UL-ARIFEEN**  **(Accounts & Finance Manager)** |  |
| **Mobile** # 0300-6663929  **Mobile** # 0300-6663929 | **ACADEMICS** |
| **CNIC #** 33100-0622877-9  **Date of Birth**:06TH April 1968  **Domicile:** Faisalabad, Punjab  **Nationality:** Pakistani  **Marital Status:** Married | Current (05-12-1990 To 24-05-1996)  **C.A ARTICLESHIP COMPLETED FROM**  Tariq Rasheed Bhatti & Co. Chartered Accountants Faisalabad - 1988 **B.COM** Division 2nd // Govt. College of Commerce, Faisalabad - 1986  **I.COM**  Division 2nd // Govt. Municipal Degree College, Faisalabad - 1983  **MATRICULATION**  Division 2nd // From Sargodha Board, Sargodha |
| **Objectives**:  To join a reputable organization, where I can learn and gain more professionally to grow in my career and utilize my expertise to make myself more beneficial to the organization. In short to enhance my knowledge, improve my skills by working under the winning team and pursue a dynamic career in the field of Accounts, Finance & Income Tax, Bank Dealing, Corporate Affairs & doing all work related to this field for the best interest of the people and the country.  **Computer Skills:**  Good experience in operation Micro Office 2003, Microsoft Excel 2003 & Internet Utilities components | **Shah Nawaz Associates Mar. 2003 to date:**  Shah Nawaz Associates is one of the leading Architectural, Consultancy, Town Planning, management & real estate marketing and design consultancy organizations of Pakistan providing services of over 14-Billion rupees worth of projects across Pakistan.  Working within this Company as Company Secretary, Procurement manager, H R manager, Internal Auditor/Accounts Finance & Admin Manager, My work are managing to accounts, finance, Banks dealings, Income tax and Marketing sales, Administration work & construction work etc.  **China Textile industries (Pvt) Limited:**  In this organization I am working as a Internal Auditor. My job responsibilities were to manage all finance & accounts work, Income Tax, Sale Tax, Banks dealing & corporate affairs, also manage of stocks of fabric, made ups, including store account.  **Seven Up Bottling Company Limited:**  In this organization I am working as a Internal Auditor. My job responsibilities were to manage all finance & accounts work, Income Tax, Banks working & Internal & external Report to Head Office Maintain Subsequently.  **Rashid Textile Printing Mills (Pvt) Limited:**  Working in this organization included in my duties were, accounts, income tax, Banks, Export Accounts manage individually.  **Brother Sugar Mills Limited, Chunian:**  Have been working as a Senior Accountant, included in my responsibilities were to make Books Writing, Salary Statement, Vouchers, Cash Dealing, Store Management Accounts, Bank Cash Dealing and also work in this organization in Engineering Industry Department independently. |
| **SKILSS**  Good experience in operation Micro Office 2003, Microsoft Excel 2003 & Internet Utilities components |  |
| **LANGUAGE SKILL**  English speaking and writing  Urdu speaking and writing proficiency  Punjabi speaking and understanding proficiency | Possess strong organizational, communication & computer skills.  Highly capable of successfully contributing to the organization.  Work well as an independent & as a team member.  Able to build strong relationships with people in the organization.  Creative mind & value added skills. |
| **EXTRA CURRICULAR ACTIVITIES**  Management effectiveness.  Communication and interpersonal skills.  Handling difficult customers.  Department Control Functional Checklist (DCFC) |  |