

Adnan Asghar

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Personal Profile

Currently I am associated with a Construction Industry named as **CITY CONSTRUCTION**, where I am working as Accountant.

I am responsible of Petty cash handling, Daily Accounts Updating, Bank Reconciliation Generating, Maintaining & follow up of Customer Invoices.

Formerly I am associated with a **HABIB BANK LTD** as Operations Officer before that manufacturing industry named as **THERMOSELE INDUSTRIES PVT LTD** & courier company named as **TCS PVT LTD** as Accounts officer on account receivable desk.

Along with my work experience, I completed my Msc (Banking & Finance), along with 2-years B.com In Accounting & Finance from Punjab University, this is amongst the top ranked University of Pakistan

Experience

CITY CONSTRUCTION GENERAL CONTRACTING LLC

Accountant



Duties Performed:

(10th Mar 2018 - continued)

Petty cash handling
Daily Accounts Update
Maintaining RV (Receiving Voucher) (Payment Voucher)
Generating, Maintaining & follow up of Customer Invoices
Reconciliation of bank Statement
Suppliers Payments
Payroll Management

HABIB BANK LTD

Operations Officer



Duties Performed:

(14th Apr 2014 – 08th Mar 2018)

Intercity & outward clearing
Cash Receipt/Payments
Daily Cash Balancing
ATM Replenishment
Salaries disbursement / RTGS

Customer services through proper handling of customer complaints regarding Cash, Clearing Intercity/OBC
Demand Drafts/Payment orders/Banker Cheques etc
Local/Foreign Remittance
Account opening
Online transactions (Local/ Remote)
Other operational tasks.
Deposit mobilization.
Result oriented ability regarding day-to-day managerial problems
Application of state bank prudential regulations regarding banker- customer Relationship.
Matters' regarding audit and compliance is a focus point
Able to manage task under pressure with dedication and honesty

THERMOSOLE INDUSTRIES PVT LTD

Accounts Officer



THERMOSOLE

Industries (Pvt) Ltd

Duties Performed:

(09th Nov 2013 - 12th Apr 2014)

Petty cash handling
Suppliers Payments
Daily Accounts Update
Maintaining RV (Receiving Voucher)
Generating, Maintaining & follow up of Customer Invoices.

TCS PVT LTD

Accounts Officer



Duties Performed:

(10th Dec 2010-30th Oct 2013)

Suppliers Payments
Daily finalization of Banking.
Posting of cheques in system.
Maintaining & posting of DR/CR notes.
Reconciliation of bank and general credit sale reports.
Generating, Maintaining & follow up of Customer Invoices.
Maintaining and posting of recovery of central region Lahore and other allied branches in
Oracle Financial software.

Extracurricular & Achievements

Actively participated in **Corporate Briefing Program ON Financial Literacy** in Stock Exchange

Educational Background

Academic Qualifications:

MSc (Banking & Finance) NCBA&E Lahore (2015-2017)	Passed	Financial Accounting, Financial Management Corporate Finance & Investment Portfolio
B.com University of Punjab LHR (2008-2010)	Passed	Cost Accounting, Business Law, Business Taxation
F.S.C (Pre- Medical) Lahore Board (2005-2007)	Passed	Physics, Chemistry, Biology
Matriculation Lahore Board (2003-2005)	Passed	Science Group,

Skills

Microsoft Excel & Word

Proficiency in verbal and written skills of English, Urdu & Punjabi

Oracle, SAP business one, Quick Book, Mysis

Personal Information

Date of birth	26 th September 1991
Languages known	English, Urdu, Punjabi
Nationality	Pakistani
Marital status	Single
Address	Mafraq Worker City 1 Abu Dhabi UAE