

NAVEED ANJUM

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CAREER OBJECTIVE:

To employ my knowledge and experience with the intention of securing a professional career with opportunity for challenges and career advancement, while gaining knowledge of new skills and expertise

CAREER PROFILE/SKILLS:

- Detail-oriented, efficient and organized professional with extensive experience in accounting systems.
- Possess strong analytical and problem solving skills, with the ability to make well thought out decisions.
- Excellent written and verbal communication skills.
- Highly trustworthy, discreet and ethical.

PROFESSIONAL WORK EXPERIENCE:

Organization: Hakas Contracting LLC
(Company dealing interior works)
Tenure: January 2018 – Till Now
Designations: Accountant Manager
Responsibilities:

- Monitor daily financial transactions.
- Prepare and monitor payroll (WPS).
- Prepare Quarterly VAT returns.
- Prepare and monitor budget.
- All Correspondence with bank.
- Prepare weekly, monthly, half yearly and Yearly financials.
- Accounts receivable and Account Payable

Organization: Mohsin and Saleh General Trading LLC
(Dealing in Beauty Products)
Tenure: September 2013 – October 2017 (4Years)
Designations: Accountant
Responsibilities:

- Monitor daily financial transactions.
- Prepare and monitor cash budget.
- All Correspondence with bank.
- Prepare weekly, monthly, half yearly financials.
- Accounts receivable and Account Payable

Achievements:

- Reduced paperwork 90% by converting all accounting procedures to an electronic form.
- Stayed within budget for petty cash disbursement for longer period.

Organization: Nafeesa Textiles Limited
(A Leading Yarn Manufacturing Company in Pakistan)
Tenure: May 2003– August 2013
Designations: Assistant Manager Accounts
Responsibilities:



- Prepare, Examine and analyze accounting records, Financial Statement.
- Summarized current financial status by collecting information.
- Summarized financial transactions by entering account information.
- Maintain financial security by following internal control.
- Analyze business operations, cost, revenue, financial commitments.

Achievements:

- Converted the paper accounting system into electronic, resulting in increased efficiency at 88%.
- Implemented corrective measures for ensuring that minor accounting discrepancies do not transpire

ACADEMIC EDUCATION:

<u>DEGREE / CERTIFICATE</u>	<u>EXAMINING BODY:</u>	<u>YEAR</u>
ACMA (Pak) Part Qualified	ICMAP, Lahore, Pakistan	2013
Certificate of Business Accounting	CIMA, UK	2005
Bachelor of Commerce	University of Punjab, Lahore, Pakistan	1996
Intermediate Certificate	Government Model College, Lahore, Pakistan	1993
Matriculation Certificate	Lahore Board, Lahore, Pakistan	1990

CERTIFICATION/ ADDITIONAL SKILLS:

- **MS Office** (All versions, esp. MS Word, MS Power Point and MS Excel)
- **MS Excel** (MS Formulae, Reports Automation, Macros, Presentations w.r.t. Analysis)

TRAININGS & WORKSHOPS:

Excel GURU Training

Year - 2010

- Intermediate and advance levels of MS excel

PERSONAL INFORMATION:

D.O.B : August 8, 1974
 Marital Status : Married
 Nationality : Pakistani
 Passport No : EV 4917321
 Passport Expiry Date : May 6, 2023
 Visa Status : Employment Visa
 Visa Expiry Date : February 25, 2021
 Country of Residency : United Arab Emirates
 UAE Car License Holder