

AMIR JAVED

DHA-2, NEAR IMARAT BUILDING, T-CHOWK, RAWAT, ISLAMABAD.

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Career Objective

To attain an accountable and challenging position in a dynamic and progressive organization, which could give me opportunity to utilize and enhance my skills and abilities for the accomplishment of mutual goals and excellence and to prove my worth to an organization capable of appreciating my talents.

Academic Qualification:

- **B. Com-Finance**
Punjab University (Lahore)
- **D.Com**
Punjab Board of intermediate and secondary education, Lahore
- **Matric (science)**
Rawalpindi Board of intermediate and secondary education.

Professional Experience

Salman Poultry Pvt Ltd. Rawalpindi.



Worked in Accounts department as Accountant. Jan-01-2015 to Feb-28-2021

Job Responsibilities:

- Making Income & Expense Report on Daily basis.
- Making cash payment and cash receipt voucher.
- Summarize and prepare monthly status and transactions reports, including Profit & Loss Statement Report.
- Verification and Interpretation inventory practices, inventory documents and consumption reports.
- Daily verification of staff attendance records and makes a summery for the end of month its basis prepares employees' salaries.
- All contractors' payment on cash after BOQ verification.
- Make PO, GRN, CPV and CRV.
- All entries posting in "ERP Software"
- HCM (Human Control Management) Software on working related to all employees' details, Address, Contact numbers, Salaries record, PF Contribution, EOBI, Social security and etc.

3 years Experience in “Abu Yousaf Traders ISB”



Working Experience in “Inventory Department” an” ERP INVENTORY CONTROL OFFICER”

Job Responsibilities:

- Maintain Sale Order on daily basis.
- Cash Receipt entry in ERP after verification from bank in case of online transfer transaction.
- Purchase entries in ERP after physically articles received according to Purchase Invoice.
- Stock transfer notes prepared in case of goods transfer to other units.
- Verification of cash transaction and record in accounts book, and computerized (ERP Software) on daily basis.
- Auditing & Verification after end of the month with External Audit team.
- Ensures compliance with established internal control procedures by examining records, reports, operating practices, and documentation

Training:

3 Months complete Training in “National Bank of Pakistan” Mohra Mando Branch, Rawalpindi.

Skills:

- MS office (Excel, Word, PowerPoint)
- Sound communication and interpersonal skills.
- Full command in “ERP Software”
- Strong organizational, administrative and analytical skills.
- Capable to use accounting financial software. And other web based package.

Courses:

- 3 Months Peachtree Certificate. (Computerized accounting)

Activities:

- Social Activities
- Cricket

Reference:

Will be furnished if required...