



# UZAIR AMIR ATTA

## PROFILE

*Pro-active and result oriented Financial and Management accounting professional with two years of experience in sophisticated ERP environment in manufacturing sector. Focused with a comprehensive knowledge and understanding of financial management and accounting practices*

## CONTACT

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+923222478113

EMAIL:  
Uzairatta36@gmail.com.

## EDUCATION

### Pakistan National Academy Secondary Higher School

2000 - 2013

Matriculation (First division)

### Govt Premier College

2013 - 2015

Intermediate (Second division)

### University of Karachi

2016 - 2021

Bachelor of Commerce (Second Division)

### Virtual University

2023 - still in process

Bachelor in Business Administration (BBA)

## WORK EXPERIENCE

### Marwat Group [SENIOR ACCOUNTANT]

2022 - Currently Working

1. RECORDING OF COLLECTION FROM CUSTOMER.
2. RECORDING OF PAYMENT TO VENDORS.
3. MAINTAIN BANK RECONCILIATION 9 BANKS ON DAILY BASIS
4. PREPARE PETTY CASH VOUCHER.
5. MAKING DEPOSIT SLIPS/CHEQUES/PAYORDERS/RTGS
6. MAINTAIN MONTHLY ACCOUNTS.
7. GENERAL JOURNAL, LEDGER, TRIAL BALANCE.
8. INCOME STATEMENT, BALANCE SHEET (COMPLETE FINANCIAL OF 2 COMPANIES).
9. PREPARE SALES REPORT, COLLECTION REPORT, AGING REPORT, STOCK REPORT.
10. INTERCOMPANY SALES/INTERCOMPANY RECEIVABLE/PAYABLE
11. COMMUNICATE WITH BRANCHES FOR RESOLVING ISSUES.
12. STOCK RECONCILIATION KHI AND ALL BRANCHES.
13. RECORDING ALL JVS AND MAINTAIN ALL PURCHASES IN SYSTEM
14. PREPARE MONTHLY SALARY OF EMPLOYEES.
15. DAILY BASIS BANK REPORT SUBMITTED TO MANAGER.
16. COMMUNICATE WITH BANK ON ISSUES.
17. MAKE INTERNAL COMPANY TRANSFER LOAN DETAILS AND PAYMENTS.
18. ALL STOCK INTERNAL TRANSFER ORDERS AND CHALLAN.
19. MAINTAIN PROPER STOCK RETURN FROM PARTIES IN SYSTEM.
20. ANY OTHERS IMPORTANT TASK DESIGNATED BY MANAGERS.
21. COORDINATE WITH SALES TEAM OF ALL OVER THE PAKISTAN ON EVERY MATTER.

## SKILLS

ORACLE

QUICKBO  
OK

MS WORD

MS EXCEL

## PERSONAL INFORMATION

Father's Name: Syed Amir Atta

Languages: English / Urdu

Birth Date: 08/04/1998

No of experience in relevant field: 3 YEARS

Notice Period: 1 MONTH

Age: 26

Current Company: MARWAT GROUP OF COMPANIES

Current residential Address: NAZIMABAD # 2, KARACHI