

# ASAD RAFIQ (ACCOUNTANT)

## CONTACT

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## OBJECTIVE

I am a highly driven recent business school graduate seeking a full-time position in finance where I can lend my knowledge of market analytics to help your organization improve profitability.

## CAREER SUMMARY

- Responsible for managing financial records and transactions for individuals, businesses and organizations. Some of their daily tasks include preparing financial statements, analyzing financial data and providing advice on budgeting and tax planning.

## EDUCATION

- **MASTER DEGREE IN BUSINESS ADMINISTRATION (MBA) FROM INTERNATIONAL ISLAMIC UNIVERSITY ISLAMBAD PAKISTAN**

## SOFTWARE

- Peach Tree • Quickbook • Outlook • MS Excel

## EXPERIENCE

- TCS Private Limited Islamabad Pakistan from 2021 to 2024
  - Prepare, examine, and analyze accounting records, financial statements, and other financial reports to assess accuracy, completeness, and conformance to reporting and procedural standards.
  - Handle all type of accounting functions such as General Ledger, Accounts Payable, Accounts Receivable, Payroll, Inventory, Jobs and Reports.
  - Accounting for Accrual/Cut off: based on monthly prepaid / provisions / accrual revenues and expenses.
  - Responsible for payroll data verification and entry to ensure accurate and timely monthly processing of remuneration payments to employees using the Wage Protection System (WPS).

- Recommend, develop and maintain financial data bases, computer software systems and manual filing systems.
- Maintain all type of daily basis registers such as Quotes, Sales Orders, Invoices & Credits, Cash, Receipts, Purchase Orders, Purchases & Credits, Payments, Time and Expense Tickets, Payroll Checks, Journal Entries, Inventory Adjustments and Job Register.
- Resolve discrepancies; interact with internal and external auditors.
- Ensure accurate and timely monthly, quarterly and year end close.
- Carry out payments, petty cash, stock maintenance, accounting and reconciliation.
- Other duties as assigned by Accounts manager.

## SKILLS

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Team Player as well as competitive individual with problem solving skills. •Positive attitude, friendliness and flexibility. •Motivated towards target achievements. •Efficient in Ms. Excel, Ms. Word, Ms. PowerPoint, Ms. Outlook, etc. •Oracle Based Software's like OMS, MIS etc

80%

## INTERESTS

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- TECHNOLOGY • TRAVELLING • AUTOMOBILE • VIDEO GAMING

## LANGUAGES

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- ENGLISH • ARABIC ( READING & WRITING) • URDU/HINDI

## PERSONAL INFORMATION

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- FATHER NAME. : MUHAMMAD RAFIQ
- D.O.B. : 15-5-1996
- MARTIAL STATUS: SINGLE
- NATIONALITY. : PAKISTANI
- VISA STATUS. : VISIT VISA
- JOINING STATUS : IMMEDIATELY JOINING
- PASSPORT NO. : GA9569801
- EXPIRY DATE. : 06-10-2032