

# Imran Majeed Accountant



## Contact

### Address:

House # 410 Block m Sabzazar  
Scheme Near Macca Chowk  
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## Languages

English – C2  
Urdu – A1  
Punjabi – A2

## Hobbies

- Reading/Writing
- Cricket
- Watching Movies
- Design

## Summary

As an accountant with over 6 years of experience, I bring with me a keen ability to manage accounts and remove any discrepancies. Budgeting and analysis are my forte and I am quite familiar with the major financial applications and software used in the Company. Team works and meticulousness help me solve problems easily.

## Skill Highlights

- Proficient in MS Word and MS Excel
- Excellent Accounting knowledge
- Proficient in accounting software
- Worked Peach Three Software
- Worked Oracle Software
- Installation Software and upgradation.
- Worked V.B Software
- Working on SQL Server
- Working on GSK (Glaxo Smith Kline) Software Based on SQL Server
- Working on Centegy Retail Solutions (Private) Limited
- Arrange Network Connectivity
- Software connectivity with system

## Experience

### Accountant - 2013-2020

#### Paaris Distributor Lahore, Pakistan

- Maintaining basic accounts, book keeping
- Reconciliation of Bank statements
- Ledger entries, journal entries
- Customer relations
- Invoice entries and cross checking
- Prepared and analyzed financial statements
- Implemented new accounting procedures and processes
- Reconciled discrepancies
- Daily financial reports

## Education

Bachelor of Commerce: **Central College** - 2009

**Related Punjab University**, PK

## Certifications

Diploma in Computerized Accounting.

Diploma in MS Office 2007.