



RONALD PATRIC

ASSISTANT FINANCE
MANAGER

OBJECTIVE

A versatile team player, eager to contribute a strong financial, accounting, and administrative background towards actively supporting the Success of a progressive organization offering opportunities for growth in exchange for superior performance.

Visa Status:

Residence Visa

Cell#+971-0562617344

Cell#+92-3212757402

EMAIL:

ronaldpatrick30@gmail.com

Degree Attested by UAE
Consulate.

Marital Status: Married

Languages Known: English,

Urdu, Punjabi

Nationality: Pakistani

References: Available on
Request

EDUCATION

- [Pimsat University]
MBA Executive (Finance)
Year 2015
- [Government of National College]
Bachelor of Commerce
Year 2005
- [Government of National College]
Intermediate of Commerce
Year 2000
- [Rasheeda Memorial High School]
Matriculation in Science
Year 1998

WORK EXPERIENCE

IO Digital (Pvt) Ltd

Form June 2022 to till July 2024

Working as an Assistant Finance Manager.

Job Responsibilities:

Billing of International Brands, Profit & Loss A/c, Bank Reconciliation, Petty cash, Funds Estimation, assist in Financial Statements, withholding Tax & Sales Tax submission, Handling invoices, Receivable, Payable, manage all accounting transactions, Salary Preparation.

Kafi Commodities (Pvt) Ltd

From October 2020 till December 2021

Worked as an Accountant.

Job Responsibilities:

Profit & Loss A/c, Bank Reconciliation, Petty cash, Funds Estimation, assist in Financial Statements, withholding Tax & Sales Tax submission, Handling in voices, Receivable, Payable, manage all accounting transactions, create new account head in Tally software, create purchase order, Salary Preparation, record Sales Documentation and filling.

PROJECT: Usman Chughtai & Co. Chartered Accountants

from August 2020 till September 2020

Worked as an Assistant Auditor.

Audit/Accounting/ Tax/ Consulting Assistant Auditor

SONRAI PAKISTAN

From February 2013 till May 2020

Worked as a senior Accountant.

Job Responsibilities:

Preparing reports, budgets, Profit & Loss, Cash Book, Bank Reconciliation, Developing and managing financial systems of Outlets of the Company. Report to CEO on variances from the established funds, And the reasons for those variances, Controlling Income, assist in Import, Heavy cash flow and expenditure.

Pakistan Tele Communication Call Center

from October 2008 till January 2013

Customer Service Representative.

Zigron Training & Consultancy Services

From April 2003 till November 2006

Worked as a Finance Executive.

Job Responsibilities:

Preparing Journal Entries, Cash Book Handling, banking Correspondence oversee financial activities within the Company.

SKILLS

- Software Skills (Tally Erp9 and Oracle)
- Excel
- Communication
- Problem solving
- Time management
- Adaptability