

ZAFRAN ALI



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Objective:

To work with a dynamic and reputed organization that offers versatile opportunities for comprehensive career building and skills development by serving in a professional work environment. Seeking a challenging position in a growing organization where acquired skills and knowledge will be utilized towards continued growth and development.

Profile:

Highly motivated individual, eager to work in a competitive and challenging environment. Recognized as a dedicated, hardworking and results oriented professional.

Work Experience:

Employer: Bynuna Military and Hunting Equipment LLC
Designation: Accountant
Period: From March 2023 to till date



Bynuna Military and Hunting Equipment LLC

BYNUNA Military & Hunting Equipment Trading LLC formerly named as Bynuna Hunting & Shooting Equipment was formed in 2012 as an esteemed specialized Emirati Company in the field of Hunting, Shooting and Law Enforcement customers, which plays an eminent role to satisfy all the requirements of customers in the UAE.

My responsibility as Accountant to record the Receipt Note, Purchases, making invoices, Prepare Weekly and Monthly reports, Petty cash, Demand and Supply.

Work Experience:

Employer: Excel Labs
Designation: Operations Coordinator
Period: From February 2022 to February 2023



Excel Labs Pvt Ltd

Excel Labs is the only lab in Pakistan to have participated in the external Quality Assurance program of the College of American Pathologists for more than 20 years. By doing so, we have successfully met the CLIA standards specified for US labs. Excel Labs has also developed and implemented a quality management system that complies with the international standard ISO 9001:2015.

My responsibility as Operations Coordinator is to maintain all point of KPK-2 are under my supervision and visit to points in every month and make pre internal audit report of visited points. Preparing monthly petty cash, monthly demand, attendance of employees, duty roster, documentations and all related work with operations or administrations.

Work Experience:

Employer: Bahria Foundation (A Subsidiary of Pakistan Navy)
Designation Senior Accountant
Period: From April 2020 to January 2022

**Work Experience:**

Employer: Bahria Foundation (A Subsidiary of Pakistan Navy)
Designation Accountant
Period: From March 2017 to March 2020

**Bahria Foundation (A Subsidiary of Pakistan Navy)**

Envisage the provision of quality education to its students on modern lines commensurate with national aspirations and present-day technological demands, in an atmosphere conducive to their healthy, mental and physical development while maintaining fair competition with private institutions of similar nature.

My responsibility as Accountant was to maintain cash books, receiving and maintenance of record of Students on ISMS and manual as well, issuing admit cards & Fee Challan. Preparing Monthly salaries and Imprest, yearly budget, tax matters and all other related accounts and finance tasks.

Work Experience:

Employer: Oqab Security Services Pvt Ltd
Designation Accountant
Period: From July 2016 to Feb 2017

**Oqab Security Services Pvt Ltd**

To ensure peace of mind to our clients by providing the highest level of protection for their enterprise, their assets and the safety of their personnel. We strive to enhance the well-being of the clients' business interests by maintaining a safe and secure environment in which to operate.

My responsibilities as Accountant were to maintain Cash Book, Monthly Salaries of Employees prepare invoices on Supplier relationship Management Software, Preparation of monthly Income vs. Expense reports and Preparation of operational budgets.

Personal and Professional Skills**Personal Skills**

- Proactive with superior oral and written communication and interpersonal skills;
- Well-developed leadership, organizational, analytical and problem-solving skills;
- Ability to work on multiple engagements concurrently.

Finance and Accounting Skills

- Possess diversified knowledge and skills in accounting and auditing by Virtue of qualifications and experience in the relevant areas.
- Preparation of Bank Reconciliation Statement.
- Preparation of Reports as per the Regulation.
- Preparation of monthly budget vs. actual reports.
- Preparation of monthly Income vs. Expense reports.
- Preparation of Cash Book, Ledger books & Bank book.

Computer proficiency/ Software

- Knowledge and experience in Spreadsheets, Word Processors & Presentation Software. (MS WORD, EXCEL & POWER POINT)
- Microsoft Office applications & MS Outlook. (Use for Reporting Purpose).
- Working with Windows 7, Windows 8, 8.1 & Windows 10.
- Supplier Relationship Management (SRM)
- Integrated School Management System (ISMS)
- Management Information System (MIS)
- Human Resource Management System (ISMS)
- Tally ERP

Description of work:

- Compile & record the revenue and expense statements and reconcile the balance with banks.
- Prepare bank Payment vouchers (PVs), Receipt vouchers (RVs) & Journal vouchers
- Prepare necessary books of accounts like cash book, ledger etc.
- To maintain and control all files for finance department.
- Checking of monthly payroll to ensure accuracy & identify problems.
- Preparation of monthly budget vs. actual and submission on monthly basis.
- Preparation of monthly Income vs. Expense reports.
- Perform other duties, as necessary and/or request.

ACADMIC QUALIFICAITON: -

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|--------------------|----------------------------------|
| • BBS (Finance) | From Hazara University Mansehra. |
| • B.COM (Commerce) | From Hazara University Mansehra. |
| • D.COM (Commerce) | From Technical Board Peshawar |
| • SSC (Science) | From BISE Abbottabad |

Additional Education: -

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|---|-------------------------|
| • Bachelor of Education (B. Ed) | From AIOU. |
| • Diploma in Information Technology (DIT) | From BTE Peshawar. |
| • Three Month Computer Short Course. | From Sky International. |

Personal Information:

Father's Name:	Ali Rehman
Date of Birth:	21-09-1994
Domicile:	Mansehra (K.P.K)
Nationality	Pakistani
Languages	English, Urdu
Reference:	Will be furnished on request

