**Arslan Javed**

[**Arslanjaved2286@gmail.com**](mailto:Arslanjaved2286@gmail.com)

**Cell # +92-300-2286337**

**Objectives:**

To work in dynamic environment with growth potential where creative, team spirit, hard work, dedication and sincerity are appreciated, where I can utilize my professional background in all aspects as a contribute to achieve professional goals of my own fulfillment and self-growth.

**Work Experience:**

**4 Year & 08 Month**

1. **Organization:** Citi Housing (Pvt) Ltd

**Period:** 25 November 2019 to Till Date

**Designation: Sr.Audit Officer**

1. **Organization:** Fri-Chiks (Pvt) Ltd, Lahore &

Rahim Departmental Store, Lahore

**Period:** July 16, 2018 to 23 November, 2019

**Designation: Assistant Manager (Audit & Accounts)**

1. **Organization:** Business of Law & Associates, Mian Chanun

**Period:** January 06, 2013 to April 15, 2014

**Designation: Accountant**

**Job Descriptions:**

* **Audit :** 
  + - Invoices, Bills, Quotations, Demand Requisitions, Expenditures, Supplies, Purchases, Ledgers, Payable lists, IPC’s, Financial Requisitions, Vouchers and Salaries etc.
    - Physical Inspection at Site / Field in order to Prevent Financial Damages.
    - Stock / Inventory Audited Physically on Monthly Basis.
* **Accounts :**
  + - Checking & Verify of any kind of invoices & Expenses vouchers and posting into accounting Software.
    - Maintain Debtors and Creditors ledger on monthly basis.
    - Prepare monthly Salaries and posting into relevant accounts.
    - Reconcile bank statement on monthly basis.
    - Prepare Profit & Loss statement on monthly basis.
    - Profit & Loss account compare with last months which changes on.
    - Income & Expenditure account compare with last months which changes on.

**Certificates:**

* 3 Month online Training in “**QuickBooks”** From Digi-Skills Program Batch-3
* 3 Month online Training in “**Freelancing”** From Digi-Skills Program Batch-3

**Professional Qualification:**

* **ACMA**(Part Qualified) 2015

**Academic Qualification:**

**Master (Accounting & Finance) 2016-2018**Virtual University of Pakistan, Lahore.

**B. Com 2010-2012** University of the Punjab Lahore.

**I. Com 2008-2010** BISEMultan.

**Matric 2006-2008** BISEMultan.

**Skills:**

* MS Office **(**Excel, Word)
* Accounting Software **(**Quick Books, Customized Accounts Management Software online ERP)

**Personal Trait:**

* Ability to learn things fast.
* Take responsibility, creative.
* Self confident with positive mind set.

**Personal Information:**

**Father Name** : Bashir Ahmad

**Date of Birth**  : 06-12-1991

**Nationality / Location** : Punjab/ Pakistan

**Language known** : English,Urdu, Punjabi

**Address** : Mohallah Rehmania St # 1, Tehsil Mian Channu, District Khanewal.

**Reference:**

Will be rendered on demand.