



EMMANUEL DAVID

PROFESSIONAL SKILLS

- Knowledge of QuickBooks
- Tally ERP 9.
- Microsoft Office knowledgesuch as(Excel, Word, Power point and Outlook)
- Temenos T24

PERSONALSKILLS

Creative spirit
Reliable and professional
Organized
Time management
Team player
Fast learner
Motivated

CONTACT

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OBJECTIVE

Accounts, Finance professional with over 3 years of work experience. Experienced in preparation of Accounts, Income tax and VAT and advising clients regarding any tax investigations.

EDUCATION&QUALIFICATIONS

UNIVERSITY: PRESTON INSTITUTE OF MANAGEMENT SCIENCE & TECHNOLOGY, PAKISTAN (2015)
COURSE: MASTERS OF COMMERCE
MAJOR: FINANCE AND ACCOUNTS

UNIVERSITY: PUNJAB UNIVERSITY, PAKISTAN (2012)
COURSE: BACHELORS OF COMMERCE
MAJOR: ACCOUNTING, ECONOMICS AND BANKING

WORKEXPERIENCE

COMPANY: AL RAZOUKI INTERNATIONAL EXCHANGE
POSITION: JUNIOR OFFICER

JOB DURATION: December 2021 to Till Now

Cash Handling for all type of currency

Remittance Sending

Forex Currency Handling and Rates

WPS processing of payroll of the componies

Receiving and sending money from Western union, Transfast, Ria

Working as on Supervisor ID

Account Opeaning for CANARA Bank

ATM Replanishing

COMPANY: SKY WAY TECHNICAL SERVICE LLC.

POSITION: JUNIOR ACCOUNTANT

JOB DURATION: June 2019 to November 2020

- Verified, reviewed, approved, and processed the expense reports for payment.
- Maintained all expense report files and answered all expense report inquiries.
- Maintaining all books of Accounts and making payment to creditor and collection, recording, follow-up, reconciliation, Generation and Dispatch of receivable Accounts to Customers.
- Bank correspondence preparation, recording allocating receipt vouchers collections monitoring through bank transfers.
- Provide accurate level of cost information to management team.
- Following up on material status (i.e. deliveries, shortage, etc.).
- Maintain intercompany transactions.
- Maintain cash book, bank book, and ledger book.
- Complete allocation of transactions.
- Good knowledge of vat up to vat calculation.
- Prepared monthly management reports.

COMPANY: NASIR & CO. CHARTERED ACCOUNTANTS

POSITION: ASSISTANT ACCOUNTANT

JOB DURATION: Sep 2016 to Mar 2019

- Preparation of management and final accounts.
Managing the full cycle of accounting from invoicing to preparing final accounts.
- Managing inventory at multiple sites including maintaining assembled SKUs in advanced inventory and stock on consignment.
- Multiple currency invoicing and reconciliation with multiple payment methods including credit card payments, cash on delivery, payments received through PayPal and direct bank transfers and recognizing exchange differences.
- Helping the clients with budgeting and cash flow forecasting.
- Calculating and maintaining landed costs of products and advising management accordingly for product pricing purposes.
- Planning and conducting external audits.
- Dealing and liaising with third parties as required by clients.
- Preparing sales and forecast reports on behalf of clients for prospective investors.
- Maintaining payroll as per Labor law and advising about gratuity provisions, annual and maternity leave matters.

COMPANY: NIB BANK LIMITED

POSITION: OPERATION OFFICER

CSO JOB DURATION: Oct 2015 to Aug 2016

- Receive and respond to customer service account inquiries on account balances, transaction details, statements and fees and charges.
- Handling cash transactions and cash balancing.
- Remittance transfer
- ATM replenishment
- Bank draft
- Clearing Cheques
- Promote bank products and services
- Identify customer needs
- Refer customers to appropriate banking services and representatives
- Cheque Deposit and withdrawal
- Financial skills

LANGUAGE SKILLS

- **ENGLISH** FULL PROFESSIONAL PROFICIENCY
- **URDU** FULL PROFESSIONAL PROFICIENCY
- **HINDI** FULL PROFESSIONAL PROFICIENCY
- **PUNJABI** FULL PROFESSIONAL PROFICIENCY