

# Naveed

# Iqbal



## Contact

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## Languages

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- Urdu
- English Basic
- Punjabi

## Hobbies

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- Writing
- Reading Stories

## Summary

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I am looking for a challenging position in any growing or well-established organization where I can utilize and improve my skill set to meet the objectives and challenges of the organization as well as my own career. Work would be my first priority, whether it is team or individual, either someone guides me or I guide others and my motto is that work, work, and work.

## Skill Highlights

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- Project management
- Strong decision maker
- Complex problem solver

## Experience

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**Accounts Officer – Sep 01, 2022 to Mar 25, 2023**

**AFAQ (Association of Academic Quality) Ltd, Lahore**

- Create Vouchers of Bank payments and Journal Data Entry in SAP and ORACLE
- Ledger outsourcing
- Bank Reconciliation
- A/P invoice
- A/P Down invoice
- TAX calculation
- Provident Fund Calculation

**Intern (Finance) – Aug 25, 2021 to Oct 08, 2021**

**National Engineering Services Pakistan (Pvt.) Ltd, Lahore**

- Entering the Payment Vouchers in the Financial Management System of NESPAK in the Disbursements Section
- Auditing the Payment Vouchers in Internal Audit Section
- Managing Contributory Provident and Welfare Fund

## Education

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**Bachelors of Business Administration (BBA): Finance – (10/2018 to 07/2022) University of Central Punjab, Lahore**

## Certifications

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- QuickBook Online
- Certified Fraud Examiner
- Microsoft Excel