



MAZHAR INAYAT

PROFILE

Work with a growing Organization for a dynamic carrier augmentation, learning experience and contribute to the development of organization.

A dynamic and amiable team player, with flexible approach for change in situation and driven towards results.

Over 6 years of experience in accounts and banking field.

WORK EXPERIENCE

Associate Manager Universal Banker

Allied Bank Private Limited, Wazirabad, Pakistan

Oct 23, 2017 - June 15, 2023

General Accountant

General Fan Company Private Limited, Gujrat, Pakistan

01 July 2015 - 31 Aug 2016

SECTOR WISE WORK EXPOSURE

Banking Industry.

Accounts Firm.

EDUCATION

Master of Business Administration (Finance)

University of Gujrat, Gujrat, PAKISTAN

Bachelor of Commerce

University of Punjab, Lahore, PAKISTAN

CONTACT

Location : Al Ras, Deira ,Dubai

Phone No: 0553928972

Whats App : 0553928972

Email:

mirzahoney49@gmail.com

Visa : Visit Visa

Joining : Immediate

Total Experience : 6 Years

DOB : 14-08-1991

Nationality : Pakistani

LANGUAGE KNOWN

English

Urdu

Punjabi

IT SKILLS

MS Office

Mozilla T24 Software

Tally ERP

General Computer Knowledge

KEY SKILLS

General business knowledge

Data analysis

Critical Thinking

Time Management

Team Player

Good Auditing Knowledge

Continuous Learning

ACTIVITIES & INTERESTS

Travelling

Photography

Listening Music

RESPONSIBILITIES & CONTRIBUTIONS

ACCOUNTING EXPERIENCE

- Prepare asset, liability and capital account entries by compiling and analyzing account information.
- Preparation and maintenance of Books of accounts, bank register and bank reconciliation.
- Recommend financial actions by analyzing accounting options.
- Posting general entries including Debit and Credit notes.
- Processing payments of suppliers & Official expense.
- Handling accounts receivables & accounts payables.

FINANCE EXPERIENCE

- Manage day to day administration matters as per the instruction from the management.
- Make financial decision based on company policy.
- Analysis cash inflow and cash outflow.
- Cost analysis.

OPERATIONS EXPERIENCE

- Ensure all operations are carried on in an appropriate, cost-effective way.
- Manage budgets and forecasts.
- Improve operational management system.
- Examine financial data and use them to improve profitability.