

Cover letter

New Shahab Pura,
Kashana Street (#5)
Sialkot, Pakistan
(+92)3060701890

HR manager,

Respected sir:

It is stated that I have completed my **Graduation** in **ADP Accounting / Finance** at **University of Central Punjab**. So I am confident that I would make a successful additional of your industry.

In additional I offer significant experience in MS office, I have experience As an **Accountant** at **Khalid Overseas Corporation**. & also **Internship** at **Hayeesons Corporation**.(Experience letter should be given on demand) I am attracted to the well growth and superior reputation of your industry. And I would be a beneficent for your industry in future.

I would like to be a part of your industry.

Sincerely,

Usama Khan

Enclosure: Résumé

C.V

Usama Khan



PERSONAL PROFILE

Name

Usama Bin Tahir Khan

Father's Name

Tahir Mehmood Khan

Date of Birth

14-10-1998

Nationality

Pakistani

CNIC #

34603-1291468-1

Permanent / Postal Address

New Shahab Pura Sialkot

Mobile#

+92-3060701890

Email Address

Usamatahir973@gmail.com

Career Objectives :

-) Seeking for a post which provides diversity of work and working environment. I would like to appreciate the opportunity to work under your kind control & would satisfy with hard dedicated & sincere work.

Profile :

-) I pride myself on being efficient and well organized. I have keen interest in languages and extensive knowledge of Education. I have also proven to be capable of working with all types of people and enjoy talking all sorts of challenging.

Academic Records :

-) **Graduation (Commerce):-**
ADP Accounting/Finance at University of Central Punjab.
-) **INTER (I.Com):-**
Punjab College Of Commerce Sialkot.
-) **MATRIC (Science):-**
Govt.Christian High School Sialkot.

Computer Skills :

-) Microsoft Word, Excel, Power point (Presentation making).
-) Working in Software's like (ERP&local software's).
-) Net surfing.

Personal :

-) Religion : Islam
-) Marital Status : Unmarried
-) Gender : Male

Language :

-) Urdu.
-) Punjabi.
-) English (Native).

Experience:

-) Accountant at Khalid Overseas Corporation.
-) Accounts Internship at Hayeesons Corporation.

Responsibilities:

-) Prepare Stitches bills.
-) Petty cash.
-) Payroll.
-) Bank reconciliation (BRS).
-) Vendors/Parties Reconciliation.
-) Payables & Receivables.
-) Sales-tax (Filing & Return).
-) JV, CPV&BPV.
-) Maintain manual ledgers& Day book.

Hobbies :

-) Playing Cricket
-) Gardening.
-) Tourism.
-) Web Searching.

Remarks :

-) Required on demand.