



Adil Hijaz

Contact: 0554528662

LinkedIn account:

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Job Title:

Accountant

Administration/HR

Account Manager

Languages:

English

Urdu/Hindi

Driving License:

UAE Driving License

Nationality:

Pakistani

Joining Time:

Immediately

OBJECTIVE

To join a company that offers me a stable and positive atmosphere and inspires me to enhance and therefore to innovate the work culture for the betterment of all parties concerned.

EXPERIENCE

General Accountant

Nov 2017-Jan2020

Futuregate advertising & publishing

International electro mech and firefighting company

Periodic Financial reporting, Tax Return Submission and Auditing, Daily Cash Management, Purchasing & Vendor Management, Customer relationship, Inquiries Follow up, Quotation & LPO issuance, Jobs Follow up, Accounts payable and Receivable, Bank Reconciliation, Daily sales invoicing, Book Keeping, Office Administration, Direct reporting to CEO, Employee benefits and welfare management, Payroll, Assets Management, recommends financial actions by analyzing accounting options, Production planning and timeline Management, labor handling, Costing, Project and job Accounting/Costing

Account Manager

April 2016–Sep2017

Chawla Group of Industries(Pvt) Ltd

Assistant Manager Finance

Jan 2014–March2016

Brother Associate Pvt Ltd

Executive Assistant

Sep 2011–Dec 2013

Brother Associate Pvt Ltd

EDUCATION

MBA- Finance

2008-2011

School of Business Education, University of management & technology Lahore

CGPA: 3.19 (financial Derivatives, Risk Management, investment Analysis and portfolio Management)

SKILLS

MICROSOFT OFFICE, TALLY ERP, SAGE50, PEACH TREE, QUICK BOOKS, ORACLE

REFERENCES

References are available upon request.