

Khizar Abbas

• **contact**

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Riyadh Saudi Arabia

• **Summary**

"To be a part of an organization which favors creativity, team work, appraise & compensate the sincere efforts, provide the learning & development opportunities and committed to its vision and mission statement."

• **Skills**

- Analysis & Performance Evaluation
- Administration skill
- Operations Management
- Program & Project Management
- IOSH Managing safely
- Hazard Management
- investigation techniques
- Risk Assessment

• **Personal Information**

Father Name : Bashir Ahmad
Gender : Male
Date of Birth : 15/08/1993
Passport No : JW1015992
Religion : Islam
Marital Status : Un Married
Nationality : Pakistani



• **Work Experience**

Accountant (march 2017/April 2019)

Company Name

Guarantee Business Contracting company (Saudi Arabia)

Job Description

- Maintain all files and invoices and prepare records of minutes of meeting
- Assist Accountants and prepare all financial data and reports
- Bank Reconciliation
- Monitor all accounts payable checks and prepare updates on accounts
- Insure record of daily collection and bank transfer and deposit bank and expense bills in Excel sheet

Senior Account officer (June 2019/ July 2024)

Company Name

RCDP (Rural Community Development Program) Pakistan

Job Description

- Reconcile accounts with the general ledger.
- Ensuring the Vouchers Posting timely.
- Posting of Disbursement and Recovery in MIS and FIS.
- Documents verification of Clients for Disbursement.
- Create monthly MIS report.
- Handling all project profitability all type of Accounts.

Account Officer (December 2014 /December 2016)

Company Name

Brac International, Pakistan

Job Description

- Maintain all types of Registers (stock, Salary, Disburse, attendance, Cheque receive And Return cash in hand, Leave, Admission, bank Deposit withdrawal, cash book)
- Prepare salary sheet and bank reconciliation statement.
- CIB data checking. Post all types of data in ERP Software.
- Ledgers Verification.
- Preparing all types of vouchers (JV, BRV, BPV, CRV, CPV) Accounts payable and receivable

Educational Background

2014 Graduation Level

Bachelor of Commerce from Punjab university

2011 Intermediate Level

Diploma in commerce from Punjab Board of Technical Education Lahore

2008 Matriculation

Secondary School certificate with science from Bise Multan

Certification

Certified in office management (Word,Exel,Powerpoint)

Certified in IOSH Managing safely

Certified in Fire Safety

Certified in First Aid

Certified in Risk Assessment

Computer Skills: Word, Exel,Powerpoint Outlook

Software Application : Windows instalation softwere instalation

Iqama No : 2606771547

Iqama status : Transferable

Languages : English, Urdu, Punjabi Arabic

DRIVING LICENSE : Motor Car (Pakistani)

Reference Will Be Provided On Your Demand