

Cover Letter

Dear Sir/Madam

I would like to take this opportunity to submit my C.V. for your division as I am very interested to join a boosting environment in your company in the area of Corporate Finance/Accounts/Management.

Currently I am working as a Junior Accountant in NAPESCO. It's just a temporary job. Before this I have an experience of 6 months as a Resume Analyst in Pakistan and have done Internship of 6 weeks in a consultancy department in Rodl Middle East Kuwait. Later on I have a professional experience as an Account Officer in Pakistan. I have done MBA from Superior University Lahore. As a student, I have developed organizational and communication skills through my involvement in university.

For further details I have enclosed my C.V. I would enjoy being a part of your company and would be available for an interview at your convenience. I look forward to hearing from you soon.

Thank You

Best Regards,

Asad Akram

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ASAD AKRAM

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Al-Ahmadi, Kuwait

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OBJECTIVE

To join an organization that can effectively use energetic young professional and also provides an environment of progress and improvement in the area of Corporate Finance/Accounts/Management.

SUMMARY OF QUALIFICATION

Master of Business Administration followed by over 1½ years experience in the field of Accounting. Ability to handle various accounting activities and have comprehensive knowledge on accounting practices and procedures. I have ability to communicate effectively and coordinate work with other staff members for day to day activities. Proficient to focus on the minute details of the transactions and ascertain high level of accuracy in compiling financial data.

EXPERIENCE

Junior Accountant

8th January 2012 – Current

National Petroleum Services Company (K.S.C), Ahmadi, Kuwait.

Responsibilities:

- Review all invoices for appropriate documentation and approval prior to payment.
- Respond to all vendor inquiries.
- Assist in month end closing.
- Prioritize invoices according to cash discount potential and payment terms.

Accounts Officer

10th Aug 2010 – 28th Sept 2011

Colony Group Pvt. Ltd., Lahore, Pakistan.

Responsibilities:

- Checking & Preparation of daily Journal Vouchers for all expenses.
- Supervise and monitor day to day Accounting operation.
- Daily/Weekly Bank Reconciliation.
- Preparation of income statement & capital expenditure budget.
- Keeping up to date record of all accounting transaction.

Trainee

1st June 2010 – 15th July 2010

Rodl Middle East Financial Consulting Firm

Responsibilities:

- Preparation of Feasibility Reports.
- Valuation of Assets.
- Valuation of Brands.
- Business Portfolio Analysis.

Resume Analyst

1st Nov 2009 – 30th April 2010

Velorium Pvt. Ltd., Lahore, Pakistan.

Responsibilities:

- I need to do critical analysis of the resumes.
 - I usually identify the mistakes.
 - I need to find out the positive and negative points from the resumes
 - Strength and weakness from the resumes.
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EDUCATION

Master in Business Administration

2008 – 2011

Specialization – Accounting and Finance

Superior University Lahore, Pakistan.

Projects:

- Product Development “Introduced a New Product”
- Marketing Plan “Kentucky Fried Chicken”
- Risk Policies Development
- Proposal
- Financial Analysis of a Company
- Thesis on “Problems faced by Banks in Financing SMEs”

Bachelor in Commerce

2006 – 2008

Superior Group of Colleges, Lahore, Pakistan.

Intermediate in Commerce

2004 – 2006

BISE Lahore, Pakistan

PERSONAL PROFILE

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|----------------------|--------------------------|
| Father's Name | Muhammad Akram |
| Date of Birth | 8th January 1986 |
| Religion | Islam |
| Nationality | Pakistani |
| Visa Status | Visa 22 |
| ID # | 286010801625 |
| Languages | English, Arabic and Urdu |

HOBBIES

Internet, Cricket, Swimming, Bowling and Music

REFERENCE

Available on Demand
