

CV#40000468



,Karachi, Pakistan

EXECUTIVE SUMMARY

A confident, multi-skilled & capable accountant having over six years of experience. Have worked for process improvement, maintenance & development of financial systems and accounting procedures. Now looking for a new & challenging position in Islamic Banking where I can demonstrate all my skills.

KEY SUCCESS FACTORS

Project Management
Report Preparation
Billing

Computer Savvy
Customer Service
Scheduling

Written Correspondence
Accounting/Bookkeeping
Front-Office Operations

PROFESSIONAL EXPERIENCE



CENTRAL DEPOSITORY COMPANY OF PAKISTAN, FINANCE DEPARTMENT, RECEIVABLE SECTION

SENIOR OFFICER FINANCE 2010 TO DATE
OFFICER FINANCE 2007 TO 2010

INTERNSHIPS

CENTRAL DEPOSITORY COMPANY OF PAKISTAN, FINANCE DEPARTMENT

August 2006 to September 2006

ABN AMRO BANK, REMITTANCE DEPARTMENT

August 2005 to September 2005

SYSMAX (PVT) LTD. MALAYSIAN CONSTRUCTION FIRM, FINANCE DEPARTMENT

June 2005 to August 2005

PROFESSIONAL QUALIFICATION

ACCA

BAHRIA INSTITUTE OF MANAGEMENT AND COMPUTER SCIENCES

Masters in Business Administration, June 2007

CGPA: 3.08/4.0

BAHRIA INSTITUTE OF MANAGEMENT AND COMPUTER SCIENCES

Bachelors in Business Administration

CGPA: 3.11/4.0

ACADEMIC QUALIFICATION

COMMECS INSTITUTE OF BUSINESS EDUCATION

Intermediate (Commerce Group), May 2002

Grade: A

PROGRESSIVE PUBLIC SCHOOL

Matriculation (Computer Science), May 2000

Grade: A-1

ISLAMIC BANKING COURSES

Post Graduate Diploma in Islamic Banking & Takaful - CIE (In Progress)

One Month Course in Islamic Banking & Takaful–Centre for Islamic Economics (CIE) (Aug-13)

COMPUTER SKILLS

- Working with Oracle Financial 11i A.R Module & G.L
- Worked on Quick Books for accounting systems
- Office Automation

ACHIEVEMENTS / CERTIFICATIONS

- Business Continuity Management System Certification – BS 25999. 2013.
- Workshops on Interpersonal Skills & Team Skill. Conducted by ACCA 2011.
- Workshop on Creativity for Managers conducted in Bahria University Karachi 2007.

PERSONAL INFORMATION

Father's Name	Fazal Umer Chamdia
Date Of Birth	October 28, 1983
CNIC	42201-9426234-9
Marital Status	Married