**Aamir Hussain Shah**

**Address.** Firj al Murar Dubai

**Cell No**. +971-569654510

**Email ID.** [Hamdaniaamir786@gmail.com](mailto:Hamdaniaamir786@gmail.com)

**Visa Status Visit Visa till 24-01-2017**

**CAREER HIGHLIGHTS:**

I have BBA (Hons.) and also now ACCA (Finalist). I am experienced professional having experience in banking and chemical industry. My experience is in the field of operational compliance, financial reporting, managing internal, external and central bank audits, and accounts.

**PERSONAL INFORMATION:**

Father’s Name: Syed Abul Khair Shah

CNIC No: 38302-0985736-9

Marital Status: Single

Nationality: Pakistani

Residence: Pakistan

Total experience: 6 Years

**PRACTICAL EXPERIENCE: Total: 6.1 Years**

**1) Officer Financial Reporting in “The Bank of Punjab” 4.8 Years**

**Responsibilities:**

* + Provision of outstanding liability data to external auditors of corporate clients.
  + Assisting State Bank and Internal auditors for Retail Finance audit.
  + Arrangement of approvals from approving authority for “permanent release” of Security documents and issuance of No Objection Certificates.
  + Credit reporting of individual and corporate clients to central bank.
  + Financial reporting of consumer products to finance department of bank.
  + Processing of early termination of loans/payoff.
  + Make Liaison with branches for issuance of NOCs to clients for their existing closed loans in BOP.

**Credit Analyst in Auto Lease “The Bank of Punjab”**

**Responsibilities:**

* + Initiating the process of auto lease customers with initial risk assessment.
  + Preparation of credit approvals / credit advices.
  + Completing the process of credit documentation.
  + Issuance of vehicle delivery orders to credit approved clients.

**2) Account Officer in NANO VISION (PVT) LTD 1.5 Years**

**Responsibilities:**

* Preparation of the monthly management accounts.
* Preparation of tax returns and the books of accounts.
* Responsible for managing the firms’ payroll, stock control and data entry.
* Controlling the expenditure of the company.
* Providing advice on tax planning and sales tax.
* Cash books and bank reconciliations.
* Responsible for journal preparation for bank, payroll, accruals, salary etc.
* Producing expense reports and investigate variances.

**COMPUTER SKILLS:**

* Two months professional training of ERP software Oracle Financial R12 (General Ledger, Accounts Payable, Accounts Receivable)
* In my banking careers I have worked on ERP software.
* I have hands on experience in Peach tree, Quick Book.
* Good command over MS Office Applications e.g. MS Word, MS Excel.

**ACADEMIC QUALIFICATION:**

2009 **BBA (Hons.) Finance 3.44/4** University Of Sargodha

2005 **Intermediate 68%** F.B.I.S.E Islamabad

2003  **Matriculation 80%** B.I.S.E. Sargodha

**PROFESSIONAL QUALIFICATION:**

2016  **ACCA (Finalist) ---** C.F.E College Lahore

**ACHIEVEMENTS AND REWARDS:**

I have won best employee of the year award in 2014 from President of ‘The Bank of Punjab” along with cash prize.

**FIELDS OF INTEREST:**

* + Accounts
  + Finance (Managerial & Corporate Finance)
  + Audit