Komal Mukhtar

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City: Lahore

Nationality: Pakistani

CAREER OBJECTIVE

I would like to make effective use of my analytical skills, reasoning and knowledge in the best possible way for achieving the company’s goals.

ACADEMICS

**[2014-2017] University of Central Punjab, Lahore**

(M.BA Finance) (Equivalent to M.Phill)

**[2010-2012] University of the Punjab, Lahore**

Bachelor’s in Commerce B.COM (IT)

**[2008-2010] National Science College, Gujranwala**

HSSC (Pre-Medical)

**[2006-2008] The School of Scholars, Gujranwala**

SSC (Science)

EXPERIENCE

* 03 Years Teaching Experience at Unique Science Academy Gujranwala.
* 01year teaching experience at Allied School Gujranwala.
* 06months work as Vice Principle in Leads School System Gujranwala.
* 06 Months Work experience as accounts assistant in Toyota Motors...
* 06months Teaching Experience at Realm Educational School System Lahore.
* Since 2017 Working in Associated Technologies Private limited. Work experience in ERP oracle & Bank Reconciliation statements & Suppliers reconciliation also work in general ledger voucher ledger reports.

**Handle Accounts Payable.**

* Handle daily A/P processes manage vendor/supplier relations; and oversee the timely, accurate processing of invoices, purchase orders, expense reports, credit memos and payment transactions.
* Managed the accurate and timely processing of maximum invoices.
* Assessed and closed A/P sub-ledger on a monthly basis, validated content and resolved all issues.
* Resolved months of backlogged work, restored order and organization to processes/records in disarray, researched and solved billing problems and corrected invoicing and journal entry errors that had previously been missed.
* Furnished company executives with A/P liability summaries and cash flow reports that were consistently praised for their accuracy, user-friendliness and timeliness.
* Handled the processing, distribution, accuracy verification and maintenance of invoices, interfacing extensively with a nationwide network of vendors and suppliers.

**Handle Accounts Receivable.**

* Maintaining the billing system.
* Generating invoices and account statements.
* Performing account reconciliations.
* Maintaining accounts receivable files and records.
* Producing monthly financial and management reports.
* Investigating and resolving any irregularities or enquiries.
* Assisting in general financial management and analysis.

COMPUTER SKILL’S

**Operating System:** Windows, Android, Mac OS, Blackberry OS.

**Tools/ Technologies:** Microsoft Office, Adobe Photoshop.

LANGUAGE SKILL’S

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| **Language** | **Level** |
| English | Expert |
| Urdu | Expert |

PERSONAL INFORMATION

Date of Birth: March 24, 1993

Marital Status: Single

Religion: ISLAM

REFERENCE

Available upon Request