Dear Manager HR,

You are receiving this letter and resume in response to vacancy for the position of “ AP

I am qualified MBA Finance and ICMA enter I have 8 years’ experience in Accounts, Finance & Tax, operation. I have also worked in ERP environment. I have also worked in manufacturing, Export & trading concern. I have done work as....

Accounts: (All Vouchers & Invoices, Sale & Purchase process, Costing, Party ledgers, Stock reports, production reports ,Production analysis reports, Inventory analysis & final accounts)

Finance: (Budgeting ,Funds Projection ,Cash flow statement & Bank reconciliation ,Loans from banks & Financial analysis)

Tax: (Supply & Purchase Registers ,Sale tax return ,Income tax return ,to facilitate internal & external audits & Refund claim from FBR)

Wholesale/Retail Operation:(Manage of all retail cum wholesale operation of finance and account transaction management of monthly account and verify all branch, outlets and wholesale units.

Reports: - Sale’s and deposit analysis of branch and company account. , Stock reports, production reports ,Production analysis reports, Inventory analysis & final accounts

I have worked on Accounts following Software’s

Oracle Financial R12 (GL,AP & AR Modules)

Peachtree ,QuickBooks ,Tally

Daynamic AX

Retail Pro

Orcale ERP

Looking forward to meeting you!

Regards.

Imran Qaisar

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