



Kokab Qamar Koki

Curriculum Vitae (CV)

What job i'm looking for? My positive points

6 Sun System atomization towards online GRN processing with GRN Form and atomized Payment Request Form.

7 Verifications of TRN to up-load in G/L.

3-Worked With Khawaja Flat Glass Ind.(Pvt)LtdasSr.Executive Internal Audit
From 12-Oct-2008to 31-Dec-2011

RESPONSIBILITIES

To check the

CPV(Cash Payment Vouchers)

BPV (Bank Payment Vouchers)

CRV(Cash Receipt Vouchers)

PV (Purchase Vouchers

JV (Journal Vouchers)

Bank Reconciliation.

Suppliers closing balance matching with party Ledgers.

4-Worked with (UAE)as
BackOffice&Admin Support(Additional job as Logistics)
From 04/01/2012to 24/07/2012.

Expertise:

- Making Master file for daily closed and completed Service Orders and Dockets.
- Up-Loading of daily activities in software for making site diaries to invoice in time
- Store issue and return report on daily Basis to maintain the inventory status.
- H/R related issues of Technicians and Patty cash issues.
- Responsibilities:
- To supervise the time sheet overtime and daily attendance of Technicians and Drivers on daily basis.
- To prepare site Diaries to make Invoices against consumed Store issue and Technical Support on Daily Basis.
- (Sub Contractor of EitisaLattelecom.Ltd.

5-WorkingWithDubai Islamic Bank Pak. Ltd.as Relationship Officer (Home Finance)
From 09-December-2013to30-March-2014.

RESPONSIBILITIES

1. Deal with costumers to sell bank products as follows
 - a. Home purchase
 - b. Business Finance

c. Renovation

5-Working With Mep Solutions.(Pvt)Ltd as Sr.StoreIncharge&BackOffice&Admin Support(Additional job Logistics)

From 30-March-2014.till 31-12-2015.....

- Responsibilities:
- To supervise the time sheet overtime and daily attendance of Technicians and Drivers on daily basis.
- To prepare site Diaries to make Invoices against consumed Store issue and Technical Support reconcile with main store on Daily Basis.
- Patty Cash maintenance and Local Purchase matters.
- Monthly Closing and reporting before deadline
- Using Software and making Excell reporting for better out put.

6-Working With Cleantech(pvt) Ltd

Accounts Executive. From 01-01-2015 to 30.06.2017

with following jd's

- 1-Income Tax withheld.tracking
- 2-Sales Tax withheld.tracking and claim
- 3-Accounts Recievables
- 4-Accounts Payables.
- 5-Bank Re-concilitions for three banks Islamabad-lahore -karachi.
- 6-Daily cash/Cheque reciepts against Invoices.
- 7-Daily invoice making in peach tree.
- 8-Daily cheques/cash and bank positions tracking.
- 9-Petty cash head office making journal for approval and posting in Peach tree
- 10-Petty cash lahore office tracking and posting in Peach tree.
- 11-Petty Cash Karachi Office tracking and posting in Peach tree
- 12-Filing of all vouchers to conduct the Audit in a proffessional environment
- 13-kitchen grouceries purchasing from Metro Cash & carry and allocation to head office as and when required.
- 15-CDR-Po's and Bankers cheques against tenders
- 16-Pay roll subbmission for disbursement.
- 17-local Purchase tracking to reconcile all three region petty cash.
- 18-Sales tax and Sales Tax Withheld uploading in FBR Portal every month end.
- 19-Weekly Report preparation for sending to management every Friday
- 20-Security refundable tracking and getting back after due dates.

21-Earnest Money tracking and getting released after delivery as per PO.

TRAININGS:

Participated in seminars and training course on the following topics;

- 1 Seven habits of highly effective people
- 2 Six thinking hats
- 3 One customer at a time (OCAT)
- 4 SidatHyderMurshad Oracle base Pkg

EDUCATION AND TECHNICAL QUALIFICATIONS:

B.A. Graduation 1991

From Punjab University Lahore. (Pakistan)

H.S.C Intermediate

From Rawalpindi Board of Pakistan. 1982

S.S.C.Secondary School Certificate Examination 1980

From Federal Board Islamabad of Pakistan.

Other Skills:

Computer Skills ▼

1-Micro Soft Office fully Conversant

2-SUN Systems

Extensively worked on the development and implementation of SUN Systems starting with defining business structures and their flow-through into the system. Areas of expertise include,

1 LA - Ledger Accounting; POP - Purchase Order Processing; AR - Asset Register;

I- Inventory Control; MC - Multi currency

2 Vision - Sun System tool for report designing & ledger updating)

Preferred occupation Night Auditor
Hotel jobs

Preferred work location Gilgit
Northern Areas

Contact and general information about me

Day of birth 1963-09-12 (60 years old)

Gender Male

Residential location Wah
Punjab

Telephone number

Information is available only for registered users.

[Sign in](#)

Email address

Information is available only for registered users.

[Sign in](#)

Work experience

You were working at:

Builders

Additional information

Salary you wish

50k PKR per month

How much do you earn now

35k PKR per month