



MIRZA ABDUL REHMAN

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Address: R-278, Sector 11-L, North Karachi.

Objective

To succeed and prosper within a prestigious organization both as an individual as well as member of a team. To gain from it experience and knowledge that would help me in all portals of my life both professional and personal.

Experience

- I have worked (AIG) New Hampshire Insurance Company PAKISTAN Branch as an Account Assistant from 25th October 2007 to 25th May 2012.
- I have worked in TPL Direct Insurance Ltd as Executive Underwriter from 11th Apr 2013 to 5th Aug 2013.
- I have worked in FULCRUM Pvt. Ltd. As HR Officer from 05th Nov 2014 to 20th Jan 2015.
- I have worked in TOWELLERS Ltd. As an Accounts Officer from 25th Feb 2015 to 24th Oct 2017.
- I have worked in Risk Management Services Pvt Ltd (Insurance Brokrage House) As an Accounts Assistant from 22 November 2019 to 22 September 2020.

Qualification

- **Graduation from Karachi University (B.Com)**
- **Intermediate from Karachi Board(Commerce)**
- **Matriculation from Karachi Board (Science)**

Personal Information

Father's Name	:	MIRZA ILYAS BAIG (LATE)
CNIC	:	42101-1575344-7
Date of Birth	:	06 th June 1983
Gender	:	Male
Languages known	:	Urdu& English
Nationality	:	Pakistani
Domicile PRC	:	Karachi Sindh
Marital Status	:	Married

Professional Skills

- Maintain account book as receivable and payable.
- Handling of petty cash.



- Making of ban reconciliation
- Calculation and Deduction of FED tax.
- Processing all the entries in to ledger and making payments and clear all outstanding Dues.
- Keeping the accounts record as soft and hard shape.
- Daily cash statement reporting to finance manager
- Monthly closing with full records as whole month working.
- Taking Daily bank statement from the bank through internet.
- Booking of Commission in system and making payment of all commission.
- Making of General Vouchers in System.
- Preparing Daily M.I.S.

Underwriting Experience:

- Issuing of all new and Renewal policies of Karachi and including all branches on daily basis.
- Issuing of F.I.G. Policies pertains to banks.
- Making of Endorsements in system.

Computer & Other Courses

- I can work on M.S. Office and all kinds of Dealing Related with internet like browsing and much more.
- Orientation and grooming course form Jinnah International Air Port Karachi.

References

Reference will be furnished upon request.