

38000054

PERSONAL INFORMATION:

Contact No:
 Address:
 Email Address: 0346-xxxxxx
 Date of Birth: Karachi, Pakistan-7800.
 NIC No: 17th April 1990
 Domicile & PRC: 42101-788447-77
 Sindh

**OBJECTIVE:**

To obtain a challenging position that allows me to utilize my skills and to further polish them, with eagerness of experiences and learning new things.

ACADEMIC QUALIFICATION:

-  **Master of Business Administration (Finance)** from University of Karachi in 2015
-  **Bachelor of Commerce** from University of Karachi in 2010
-  **Intermediate** from Karachi Board in 2007
-  **Matriculation science** from Karachi board in 2005

PROFESSIONAL EXPERIENCE:

**ALKREASHAN AGRI HAIR OIL COMPANY
 SUPER MARKET (MAKKAH SAUDIA ARABIA)**

As A **Assistant manager accounts and admin** (From 1 February 2019, To Present)

Key Duties/Responsibilities:

- ✓ Provides financial information to management by researching and analyzing accounting data; preparing reports.
- ✓ Communicate with Manager and/or Director on work status and client issues that arise
- ✓ Examining expenses submitted by employee
- ✓ Keeping an eye on incoming payments from accounts receivable and outgoing payments from accounts payable
- ✓ Support month-end and year-end close process
- ✓ Contribute to a strong client relationship through positive interactions with client personnel
- ✓ Prepares payments by verifying documentation and requesting disbursements.
- ✓ Reconcile financial discrepancies by collecting and analyzing account information
- ✓ Verify, allocate, post and reconcile transactions
- ✓ Supervises clerical and administrative personnel by communicating job expectations, appraising job results, and disciplining employees.
- ✓ Sets policies and procedures for training, coaching, counseling, and career development for staff.
- ✓ Monitors and procures needed supplies for office, reception, mailroom, and kitchen.
- ✓ Ensures a safe, secure, and well-maintained facility that meets environmental, health, and security standards.
- ✓ Manages the maintenance and repair of machinery, equipment, and electrical and mechanical systems.
- ✓ Dealing government department civil defenses, SFDA others.
- ✓ Try to make sure follow the standard of ISO & GSD

BINDAWOOD GROUP OF COMPANIES - SUPER MARKETS (MAKKAH SAUDIA ARABIA)

As **An Branch Accountant & Inventory Controller** (From 20 January 2016, To 25 December 2018)

Key Duties/Responsibilities:

- ✓ Assistance with the preparation of Vat calculations, computations and submission of Vat.
- ✓ Answered phone calls and assisted clients with questions regarding tax preparation.
- ✓ Inquiry of all books of accounts at branch level on monthly and daily basis.
- ✓ Audit of all departments of branch as per requirements of internal auditor.
- ✓ Payments of Work Orders, purchase orders.
- ✓ Inventory of branch at monthly basis as per requirement.
- ✓ Coordinate with vendors on behalf of branch manager for business promotion.
- ✓ Making requests for purchase order of vendors.
- ✓ Inspection of daily PO receiving's, DSD, RTVs, Transfers & store use entries.
- ✓ Preparing final credit and debit notes and process to head office.

- ✓ Responsible for all Accounts Payable processes.
- ✓ Ensured input and timely payment of all vendor invoices.
- ✓ Processed Month End closing and reports.
- ✓ Daily interaction with vendors.
- ✓ Researched and resolved billing and invoice problems.

SHAHEEN STEEL INDUSTRIES

As An **Accounts & Admin Executive** (From October 2014 To December 2015)

Key Duties/Responsibilities:

- ✓ Prepared and reviewed expense, payroll, invoices, and other documents.
- ✓ Communicating clearly and effectively with the accounts team.
- ✓ Prepare and verify daily reports
- ✓ Participation in team building and Business Development events.
- ✓ Maintain proper Filing and record project documents
- ✓ Maintains administrative staff by recruiting, selecting, orienting, and training employees; maintaining a safe and secure work environment; developing personal growth opportunities.
- ✓ Dealing with banks.

Home Shopping Network

As An **Account Officer** (From September 2012, To October 2014)

Key Duties/Responsibilities:

- ✓ Payments of Administrative expense
- ✓ Payments to Suppliers
- ✓ Payments of Work Orders, purchase orders
- ✓ Resolving discrepancies of payments
- ✓ Dealing with vendors and reconciling balances
- ✓ Declaration of Assets and Expenses
- ✓ Confirming All Bills And Creating The Missing Ones
- ✓ Updated Stock Sheet and keep a closing balance and the opening balance of the stock .

IT LITERACY:

- 📄 **Diploma in information technology from Karachi university**
- 📄 **MS Office**
- 📄 **Internet**

ACHIEVEMENT:

- ✓ I got certificate of appreciation for successfully managing youth council community service projects, earth day and global youth service day activities by **Michael dodman American consul general at us consulate Karachi.**
- ✓ I was awarded a special performance award in **1st youth road safety conference** held on 17th December Marriott hotel Karachi.
- ✓ On 14 august 2012 I become the secretary sport of youth parliament of Pakistan.
- ✓ I was the organizer of **3rd youth parliament leadership conference** with TV anchor rizwan jaffar.
- ✓ I was awarded a participation certificate in **1st youth national energy conference** held on 30th may 2012 at hotel regent plaza, Karachi.
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STRENGTH AND COMPETENCIES:

- Good communicating & interpersonal skills
- Excellent account management skills.
- Strong presentation and negotiation skills.
- Contacting and communicating with high end decision makers.
- Excellent customer service & communication skills.
- Self-aware always seeking to learn and grow
- Strong analytical and problem-solving skills
- Adaptable and flexible, Ability to perform well under pressure

AREAS OF EXPERTISE:

- Business development, Supplier negotiation, Problem Solving and Team-Oriented
- Preparation of Presentations, Accounts, Statements, Database and other documentation
- Working with computerized documentation and software
- Good cash handling skills

INTEREST:

- Reading Literature Books
- Debates & Surfing Net.