

PERSONAL

Name

Khizar Mehmood Siddiqui

Father's Name

Asad Mehmood Siddiqui

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Address

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Phone Number

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Email

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Languages

- English
- Urdu
- Punjabi

Interest

- Cricket
- Social Media

CAREER OBJECTIVES

To pursue career in a progressive organization that provides opportunities for career growth and professional development in order to groom the overall personality.

WORK EXPERIENCE

1) Islamabad Hotel June, 2023 - Till Date

Inventory Controller

- Maintaining of inventory records.
- Receiving of orders and making of GRN (Goods Receive Note).
- Monitoring supplier performance and analyzing discrepancies.
- Monitoring inventory levels and planning delivery schedules.
- Recording of issued stock requisition.
- Generating of Costing reports against each section.
- Verification of Purchase requisition and Purchase orders before Issuance of GRN.

2) Polo Electric Islamabad June, 2019 to May, 2023

Accountant

- Maintaining the Petty cash record
- Preparing account payable & accounts receivable
- Reconciliation of account payable & accounts receivable
- Maintaining and keeping record of invoicing and ledgers
- Inventory management on QuickBooks
- Cash and bank management
- Handle monthly, quarterly and annual closings
- Ensure timely bank payments

3) Progressive Distributors Rawalpindi July, 2016 to May, 2019

Accountant

- Preparing and maintaining daily sale reports
- Inventory management on Microsoft Excel
- Preparing accounts receivable on Peachtree
- Monthly closing of Profit & Loss account
- Preparing & maintaining all Customers records
- Cash and bank management
- Recording and filing cash transactions

EDUCATION AND QUALIFICATION

1) **Master in Finance & Accounting (In Progress)**

Virtual University Islamabad
(June 2022- Till Date)

2) **Bachelor of Commerce**

AIOU Islamabad
Passed in August 2019

3) **Intermediate (Physics, Math, Computer)**

BISE Rawalpindi
Passed in September 2014

4) **Matriculation (Science)**

BISE Rawalpindi
Passed in July 2012

TRAINING'S AND COURSES

Office Automation (November, 2014)

SOFT NET Academy (PK)

ACCOUNTING SKILLS/SOFTWARES

- QuickBooks
- Peachtree

REFERENCES

Available on request.
