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| **SHAHZAD AHMAD**  Date of Birth 05/07/1985  Place of Birth Multan Pakistan  🏠 Address for Correspondence**:** Shahzad Ahmad S/O Mushtaq Ahmad  Street no. a25 villa no.14 Al Wuheida Deira Dubai.  Near Al Wuheida Public School  🖀 Cell #: 00971557189692  🖄 E-Mail: sahmad10581@yahoo.com |

# Short Summary

Extensive, diverse & concrete professional skills in accounting, Finance, supply chain management, credit collections, cash application, billing, month and year end accounting closing, bank reconciliation, general ledger analysis with more than 10 years working experience. Highly proficient in using Software Microsoft office; Word, Excel, PowerPoint and Tally.

***Objectives:***

I have an objective to grow. A position in a result oriented company that seeks an ambitious and career conscious person. Where acquired skills and education will be utilized towards continued growth and advancement

# WORK EXPERIENCE SUMMARY

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| Three-year work in accounts department in “SHUJABAD GROUP OF INDUSTRIES” (Pakistan)  Since 7 years working in AL MATLABI TRADING (United Arab Emirates) | **Assistant Accounts officer**  **Accountant & Cashier** | **Oct,**  **2010**  **April**  **2014** | **Oct, 2013**  **Till Now** |

# WORK EXPERIENCE DETAILS

***Responsibilities under Finance Assistant “Shujabad Group Of Industries” Pakistan:***

* Establish tables of accounts and assign entries to proper accounts.
* Responsible for cheque stock inventory & safekeeping of same.
* Purchase Requisition, Quotation Process, Purchase order, Goods Receive Note and Finally Payment to Suppliers.
* Controlling cash expenses.
* Compile and sort invoices and checks.
* Issue checks for accounts payable
* Payroll Preparation and Accounting.
* Prepare the monthly cash request.
* Handling all Logistic Matters of “Shujabad Group of Industries”
* Communicate company policies and procedures to customers
* Recommends change to purchasing and other financial policies and practices.
* Provides reports as required by management team.
* Other general accounting duties as assigned.

***Responsibilities under Accountant & Cashier “Al Matlabi Trading” Dubai:***

* Posting and processing journal entries to ensure all business transactions are recorded.
* Prepare and records asset, liability, revenue and expenses entries by compiling and analyzing account information.
* Prepare payment vouchers, receipts, inter goods transfer, deposit slips, sales invoices, credit and debit notes.
* Prepares special financial reports by collecting, analyzing, and summarizing account information and trends.
* Computation and payment of staff salaries on a monthly basis.
* Maintenance of Day Book and ledgers and petty cash transactions.
* Updating accounts receivables and issues invoices.
* Updating accounts payable and perform reconciliation.
* Produce monthly statement of accounts and recordkeeping books of accounts.
* Handling all banking and accounting activities.
* Preparation of Bank reconciliation statement.
* Compile and sort invoices and cheques.
* Issue checks for accounts payable.
* Recommends financial actions by analyzing accounting options.
* Maintains accounting controls by preparing and recommending policies and procedures

# EDUCATION

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| --- | --- | --- | --- |
| **Degree** | **MARKS** | **Year of Passing** | **Board/University** |
| MBA (Finance)  B. Com  DBA | 3.16 /4.0 CGPA  814/1500  904/1400 | 2010  2008  2006 | (NUML) National University of Modern Languages Islamabad  BZU Multan  TEVTA Lahore |

# INTERNSHIP & SEMINARS

* Seven weeks work as internee in “National Bank of Pakistan (Gulgusht Multan)
* Conduct a Seminar on “Importance and Awareness of Islamic Banking in Pakistan”
* Attend one day mega work shop on “Change for prosperous Pakistan” organized by the “National Productivity Organization”

# STRENGTHS

***Areas of expertise:***

* Bank Reconciliation
* General Ledger
* Cash Management
* Accounting Close
* Receivables Management
* Financial Analysis
* Supply Chain Management
* Implementation of financial policies.

# PROJECTS

* Prepared term report on KFC (Marketing Management)
* Prepared term report on WAPDA (Reward and Employee Performance)
* Prepared Internship report on “National Bank of Pakistan.

# Computer Skills

* Excellent knowledge of MS Office (Excel, Word, Power Point)
* Excellent knowledge MS-Window, 98, 2000, XP, Window 7
* Excellent knowledge of Internet and Mailing
* Expert in Tally accounting software.
* Expert in Al Amin Accounting software.

# Language

**Certificate Achieved in successfully completion of English Language Course**

**SPOKEN : EXCELLENT READING : EXCELLENT**

**LISTNING : EXCELLENT WRITING : EXCELLENT**

# References

**Mujahid Hussain (Manager Jeddah Star Transport LLC)**

**Deira Dubai**

**0558466221**

**Riaz Faiz Baksh (Branch in charge UAE Exchange)**

**Abu Dhabi**

**0562048642**