

Shehzad Ahmad

CB-348, Main Quaid-e-Azam St, Near Jamia Mosque Mian Rasheed
Nawababad Wah Cantt, Tehsil Taxila, District Rawalpindi

Tel: +92-346-2706535

Email: Shehzad_ahmad10@yahoo.com

**Dear
Human Resource Manager,**

A dedicated and detail-oriented professional possessing up to seven years of work experience, I have accomplished M.com from Global Institute of Lahore and B.com from University of Sargodha. Since July 2010 to onwards, I have been employed in dynamic organizations and developed strong foundation in accounting, finance and related fields.

Throughout my career, I have demonstrated a strong work ethics, exceptional organizational skills and commitment to excellence. I possess a solid understanding of accounting principles and have ability to apply those in practical situations which make me a valuable asset to any team.

I am now seeking new opportunities to further grow and enhance my skills and knowledge to contribute in the success of dynamic organization. I am confident that through my hard work and dedication I can make valuable contributions to any institution and industry.

Kindly view my enclosed resume which further explains my credentials for the subjected post. Looking forward to hear from your side soon. Thank you so much for your time and consideration.

Sincerely,

Shehzad Ahmad

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Address: CB-348, Main Quaid-e-Azam Street Near Jamia Mosque
Mian Rasheed, Nawababad Wah Cantt, Tehsil Taxila
District Rawalpindi, Punjab, Pakistan.

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Personal Profile:

A meticulous professional acquired up to seven years of work experience seeking to serve in accounting and related fields in dynamic organizations with the aim to contribute towards organizational success, perform consistently to meet organization's expectations and being considered for opportunities of professional development and organizational growth.

Key Skills:

- General Accounting
- Account Receivable
- Account Payable
- Book Keeping
- Administration
- Report Writing
- Cash Handling
- Teamwork
- Leadership
- Documentation
- Financial Statements
- Inventory Management
- Data Interpretation & Analysis
- Adaptability

Work Experience (More Than 7 Years):

1. **Accounts Officer:** (August 2023 to Till to Date)
Educational Systems (Pvt) Ltd. (The City School Network)

As an **Accounts Officer**, my main duties are as following:

- Worked in various accounting and finance functions in the centralized accounting and finance department.
- Collect, review and examine supporting documents as per organization policy.
- Prepare MIS statistics & reports.
- Manage and calculate payroll process, tax deduction, benefits, and contributions.
- Process final settlement cases.
- Entry and hiring of new employees in ERP.
- EOBI & social security contribution / record keeping / process.
- Process and maintain financial record including payables, receivables, expense reports, invoices, fee collections in hard and soft format.
- Manage consumable and assets record.
- Maintain branch office services by organizing operations, procedures & supply requisitions.
- Petty cash expenses scrutinization and posting.
- Head Imprest account reconciliation.
- Collection account reconciliation.
- Fee challan issuance, posting and reconciliation.
- All branch related admin jobs.
- Liaison with regional office for efficient resolution of outstanding payments, matters and queries.
- Management of AMS, attendance record & personal files of employees.
- Tax deduction, challans, certificates and reports on monthly basis.
- Accounts closing at the end of each month.

2. Accountant: 1 Years (July 2021 to June 2022)
Al-Madina Electronics. (Wholesale Supplier, Retailer)

As an **Accountant**, my main duties were following:

- Supervised company accounts.
- Deals with customers, vendors, and visitors.
- Sales, purchase and marketing.
- Manage cash, credit and check transactions with customers.
- Issue cheques, recording in the system and disbursing to suppliers.
- Reconcile bank and cash balances.
- Accounts checking and reconciliation with Clients.
- Processing and preparation of monthly payroll / salary of all employees.
- Invoicing, purchase order, quotation creation and record maintenance.
- Disbursement all kind of utility bills.
- Creation and storing of inventory record.
- Keeping supervision and records of different warehouses.
- Creation, filling and completion of all office relevant documents.
- Preparing standard accounting reports and summaries for financial analysis.
- Periodic payable and receivable aging analysis reports.
- Tax compliances, deduction and return submission.
- Presenting accounting data in a clear and understandable manner.
- Responsible for all administrative task, deals with public & bankers.
- Summarize data for closure at the end of financial period.
- Accounts closure at the end of financial period.

3. Assistant Executive Accounts: 1.3 Year (Sep 2015 to Nov 2016)
Prefab Services (Pvt) Ltd. (Manufacturing & Construction Company)

As an **Assistant Executive Accounts**, my key duties included:

- Supervised company accounts, book keeping and cash.
- Invoicing, purchase order, quotation creation and record maintenance.
- Creation of periodic payable and receivable aging analysis report.
- Handled cash, credit and check transactions with customers.
- Issue cheques, recording in the system and disbursing to suppliers.
- Reconcile bank and cash book balances.
- Experience of project accounting.
- Assist to project manager in accounts, documents, payments, billing, and other matters occurred time to time.
- Accounts checking and reconciliation with Clients.
- Processing and preparation of monthly payroll / salary of all employees.
- Disbursement all kind of utility bills.
- Creation and storing of inventory record.
- Creation, filling and completion of all office relevant documents.
- Preparing standard accounting reports and summaries for financial analysis.
- Tax compliances, deduction and return submission.
- Presenting accounting data in a clear and understandable manner.
- Responsible for all administrative task, deals with public & bankers.
- Summarize data for closure at the end of financial period.
- Preparation of daily and monthly reports of accounts for senior managers.
- Carried out any other accounting related duties as assigned by the accounts department.

4. Accountant: 1.8 Year (Nov 2013 to Jun 2015)
Huzaifa Marble & Granite. (Manufacturing, Wholesale Supplier)

As an **Accountant**, my key responsibilities included:

- Manage company accounts and employee's data.
- Manage all company payables, issuance of cheques, banking and bank reconciliations.
- Controlled company receivables by preparing tax invoices per payment certificates, issued with SOA and collected payments.
- Supervised cash, credit, check and reconciliation transactions with customers.
- Deals with customers and vendors.
- Reconciliations of bank and cash balances.
- Invoicing, purchase order and quotation creation.
- Disbursement all kind of utility bills.
- Making timely payments to suppliers to ensure the availability of material.
- Creation and storing of all inventory record.
- Maintained sales / purchase record.
- Preparation of employees salaries & making necessary deductions.
- Prepare standard accounting reports and summaries for financial analysis.
- Preparation of periodic and annual aging analysis reports.
- Prepare daily and monthly reports of accounts for owners.
- Responsible for all administrative task, deals with public & banks.
- Creation, filling and completion of all office relevant documents.
- Maintained office data records both in hard and soft format.
- Performed the month-end process for accruals, prepayments, depreciation, and other adjusting entries & Trial Balanced.
- Accounts closure at the end of financial period.

5. Assistant Accountant & Cashier: 3 Years (July 2010 to June 2013)
S.S Engineers (Pvt) Ltd. (Manufacturing & Rental Services)

As an **Assistant Accountant & Cashier**, following were my main duties:

- Maintained accurate and up-to-date financial records, including ledgers, journals, and financial statements.
- Book keeping and recording of general ledgers.
- Provided support to senior management, resulting in a positive impact on the company's overall performance.
- Administered company policy, logistics, H.R records, Attendance register and done payroll, leave, gratuity payments.
- Managed petty cash & office expenses.
- Handled cash, credit and check transactions with customers.
- Courier and keeping records of cheques, invoices, quotations & other documents.
- Cash deposits and withdraws.
- Maintained sales / purchase record.
- Accounts reconciliation with Clients.
- Processing of monthly salary of all employees & making deductions, advance, loan, mess etc.
- Invoicing, purchase order, quotation creation and record maintenance.
- Payment of all types of utility bills.
- Creation and storing of inventory record.
- Creation, filling and completion of all office relevant documents.
- Maintained office data records both in hard and soft format.

IT Skills:

- Accounting software of Visual Basic ERP system.
- Accounting software of Oracle ERP system.
- Accounting software of Tally ERP 9 system.
- Accounting software of QuickBooks ERP system.
- Accounting software of Eccountant ERP system.
- Office documentation data management system.
- Office payroll management system.
- Proficient in MS Office (word, power point, excel).
- Good handling of modern software.
- Microsoft Windows (operating, installation & troubleshooting).
- Computer hardware (Installation and Troubleshooting).
- Internet (mailing, searching, browsing, downloading, uploading and online working.)

Professional Competencies:

- Can work Independently on accounting software including inventory and payroll management system.
- Excellent people skills, leaderships skills and work focus.
- Able to work closely with customers, often in joint client / consulting teams.
- Flexible & adaptable, able to work well individually and within a team.
- Ability to handle confidential information.
- Considerable knowledge of modern office methods, practices, procedures, and equipment.
- Able to work under pressure and deliver results to deadlines.
- Very focused and able to work in an interruptions & distractions environment.
- Always discreet in the handling of sensitive and confidential customer, staff or business data and information.
- A proactive approach to problem solving.
- Proactive, taking the initiative to explore issues and to generate new ideas and approaches.
- Can interact with all levels of staff including senior management.
- Can organize community events.

Academic Qualification:

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|------------------------|---|---------------------------------------|
| • Master in Commerce | : | Global Institute of Lahore (Pakistan) |
| • Bachelor of Commerce | : | University of Sargodha (Pakistan) |
| • Intermediate | : | BISE Rawalpindi (Pakistan) |
| • Matriculation | : | BISE Rawalpindi (Pakistan) |

Personal Info:

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|-------------------|---|-----------------|
| • Father's Name | : | Muhammad Bashir |
| • Date of birth | : | 13-03-1989 |
| • Religion | : | Islam |
| • Nationality | : | Pakistani |
| • Domicile | : | Punjab |
| • Marital status | : | Married |
| • Languages | : | English & Urdu |
| • Citizenship No. | : | 37405-2737727-5 |

Availability:

- On a notice of one month.