

Muhammad Suleman Shahid

📍 House No. 452, Main Circular Road, Pakistan Town, Phase 1, Islamabad

✉️ sulemanshahid.ss@gmail.com

☎️ +92-336-5020111

I am an enthusiastic, self-motivated, reliable, responsible and hard working person. I am a mature team worker and adaptable to all challenging situations. I am able to work well both in a team environment as well as using own initiative. I am able to work well under pressure and adhere to strict deadlines.

I am a dedicated, organized and methodical individual. I have good interpersonal skills, an excellent team worker and keen and very willing to learn and develop new skills. I am a punctual and motivated individual who is able to work in a busy environment and produce high standards of work. I am an excellent team worker and am able to take instructions from all levels and build up good working relationships with all colleagues. I am flexible, reliable and possess excellent time keeping skills.

Experience

Currently Working in Lucky Cement as a Finance officer.

(Nov-2023 to Present)

Job Responsibilities:

- Process Invoices of dispatch in SAP on daily basis.
- Prepare and share Daily Receivable report with top management.
- Rectification of error in sales data.
- Prepare invoices of Utility Bills.
- Cross checking of invoices with payments to ensure accuracy.
- Maintain Payables and process payments of Utility Bills, Freights, Petty Cash.
- Monthly Visit to Warehouses for internal audit.
- Check and Verify Petty Cash of Area offices.
- Entries of cash deposited by customers.

Worked in Finance Wing-II (Costing Section), CDA as an Accounts Internee (Under CDA 6 months Internship Program) where I performed the following tasks:

- Calculation of reserve price of commercial & residential plots, material, trees to be auctioned.
- Calculation of 1% lease extension charges.
- Calculation of Charges for Additional Land.
- Calculation of reserve price of plots of new sectors.
- Market surveys for determination of different prices.
- Verification and Updation of different rates charged by CDA such as open space charges, annual ground rent, premium rates, additional story charges etc.

Education

- Currently doing Chartered Management Accountant (Managerial Level-2).
- Bachelor in Accounting & Finance from Islamabad Model Post Graduate College of Commerce H-8/4 affiliated with Quaid-e-Azam University.(2022)
- Intermediate in Commerce from Islamabad Model Postgraduate College of Commerce H-8/4.(2018)
- Matriculation from Islamabad Model College for Boys G-10/4 Islamabad.(2016)

Certification

- Participated in Financial Accounting Competition 2022 held at Hailey College of Commerce.
- Completed the training in Quick Book course under Digi skills Training Program.
- Completed the Memorization of the Holy Quran.
- Participated in the International Kangaroo Mathematics Contest, 2007 at Ecoliers Level.

Skills

- MS Office
- SAP
- Quick Books
- Peach Tree
- Problem Solving
- Time Management
- Communication Skill