

Syed Mubeen Shah

Mobile: [+92-311-9083557]

E-mail: [mubeenshaah@gmail.com]



Objectives

Seeking a career with a result-oriented organization that will provide the platform for becoming a well-recognized professional.

Qualification

- **B.Com** Bachelors in Commerce
Sarhad University Information Technology.
- **H.S.S.C.** FSC (2015)
Government Technical Higher Secondary School
Gulbahar Peshawar.
- **S.S.C** Computer Science (2013)
Government Higher Secondary School No 3 Peshawar.

Strength & Skill

- I can adapt quickly to new circumstances and working conditions.
- I am able to integrate and work with teams, like targets and challenges
- Apart from my credentials, I am proud to offer honesty and loyalty.

Computer Skills: SAP B-1 Microsoft Office, Quick Book, E-mail/internet

Experience

Working as an Accounts Officer in Gulf Alliance Builders and Developers (Pvt.) Ltd (June 5th 2021 to Till Date)

Role & Responsibilities:

- 1) Ensuring all entries are made in SAP B1.
- 2) Meeting with Clients and Vendors.
- 3) Keeping track of all payments and expenditures, including payroll, purchase orders, invoices, statements, etc.
- 4) Reconciling processed work by verifying entries and comparing system reports to balances.
- 5) Paying employees by verifying expense reports and preparing pay checks
- 6) Paying vendors by scheduling pay checks and ensuring payment is received for outstanding credit; generally responding to all vendor enquiries regarding finance.
- 7) Preparing analyses of accounts and producing monthly reports
- 8) Continuing to improve the payment process
- 9) Managing a company's accounts payable and receivable
- 10) Processing refunds
- 11) Working with collection agencies on overdue payments
- 12) Communicating with clients regarding billing and payments
- 13) Any other task assigned by supervisor/management.

Worked as Accountant in Tameer Steel Zone (October 21st 2020 to June 4th 2021)

Role & Responsibilities:

- 1) Coordination with Banks, for official matters like Cash withdrawal, Cheque deposit, Bank drafts, pay orders etc.
- 2) Provides financial information to management by researching and analysing accounting data; preparing reports.
- 3) Prepares asset, liability, and capital account entries by compiling and analysing account information.
- 4) Documents financial transactions by entering account information.
- 5) Guides accounting clerical staff by coordinating activities and answering questions.
- 6) Maintains financial security by following internal controls.
- 7) Prepares payments by verifying documentation, and requesting disbursements.
- 8) Any other task assigned by supervisor/management.

Worked as Finance Associate in Chip Training & Consulting Private Limited (01 March 2018 to Oct 20th 2020)

Role & Responsibilities:

- 1) Ensuring all entries are made in QuickBooks
- 2) Coordination with Banks, for official matters like Cash withdrawal, Cheque deposit, Bank drafts, pay orders etc.
- 3) Issuing Quarantine certificates for export of animals.
- 4) Timely and accurately updated cash operations procedure development.

- 5) Controlled and reconciled cash transactions against bank balance.
- 6) Prepared monthly reconciliations of ledger to sub-systems.
- 7) Maintained general ledger including account maintenance and journal entry processing.
- 8) Created journal entry template for invoice accrual to simplify month-end reconciliation process.
- 9) Invoicing for quarantine documentation.
- 10) Liaison & Coordinating with factory & outlet staff for arrangements.
- 11) Space checking/confirmation with freight forwarders.
- 12) Logistical arrangements for transportation of animals & international orders.
- 13) Communication with clients/customers for order booking/receiving/delivery.
- 14) Arrangements of orders for local/international delivery.
- 15) Approval & Issuance of Form-E from banks to ensure exports are delivered on timely basis.
- 16) Any other task assigned by supervisor/management.

Worked as Admin & Logistics Assistant in HMP/CTC (Hilal Meat Processing (PVT.) LTD/ Chip Training & Consulting (PVT.) Ltd) 01 November 2017 to 28 February 2018

Role & Responsibilities:

- 1) Answer and direct phone calls.
- 2) Maintain contact lists
- 3) Produce and distribute correspondence memos, letters, faxes and forms.
- 4) Assist in the preparation of regularly scheduled reports.
- 5) Order office supplies.
- 6) Provide information by answering questions and requests.
- 7) Cover the reception desk when required.
- 8) Maintain computer and manual filing systems.
- 9) Handle sensitive information in a confidential manner.
- 10) Resolve administrative problems.
- 11) Receive, sort and distribute the mail.
- 12) Photocopy and print out documents on behalf of other colleagues.

Worked as Office Assistant in HMP (Hilal Meat Processing Pvt. LTD) 19 July 2017 to 31 October 2017

Role & Responsibilities:

- 1) Invoice entries in QuickBooks.
- 2) Visiting banks/clients for documentation purposes.
- 3) Photocopying documents for departments.
- 4) Maintaining files for finance department.
- 5) Binding documents as per need.
- 6) Preparing/designing staff cards using Coral draw suite.
- 7) Any other task assigned by supervisor.

Worked as Operations Supervisor in TCS (05 December 2016 to 21 December 2017)

Reference

Upon request.