



UMAR SHAHZAD CHOCHAN

MBA Finance Accountant

Profile

Dynamic and results-driven MBA-Finance Accountant with a proven track record of excellence in Finance, Accounting and Audit. A dedicated and adaptable team player with good communication skills, capable of collaborating effectively with cross-functional teams. Eager to contribute expertise to drive organizational success and pursue professional growth.

Education

MBA (Finance 3.5 Years) COMSATS University, Islamabad	Sep 2012 - Jun 2016
B. Com University of the Punjab, Lahore	Sep 2006 - Jun 2008
I. Com Board of Intermediate & Secondary Education, Sargodha	Sep 2004 - Jun 2006

Employment

Junior Officer (Payment) National University of Technology, Islamabad	Mar 2024 - Present
- To make and / or arrange payments within the amount sanctioned by the concerned Competent Authority. - To determine mode and time of payments and transfer of funds. - To manage the assets, liabilities, receipts, expenditures, grants, funds and investment of the University including opening, maintaining and closing of bank accounts for various purposes. - Responsible for overseeing the day-to-day operations of the University Finance Department including Accounts Receivable, Accounts Payable, Payroll and Benefits. - Issuance of Cheques for all approved payment vouchers and payment of payroll. - Preparation of AGPR Schedule for process and approval of payments issued from HEC grant funds. - Uploading of Signed AGPR Schedule on portal. - Liaison and follow-up till the approval of AGPR Schedule. - Preparation of Tax Details for PSID generate and paid accordingly. - Assist to Treasure in all finance and treasury matters and reporting.	

Personal details

	UMAR SHAHZAD CHOCHAN
	umarchohan34@yahoo.com
	+923447497288
	House No. 419, B-III, Khurram Colony Band Khanna Road Rawalpindi.
	April 12, 1989
	Married

Skills

Microsoft Office	●●●●●
Peachtree	●●●●●
ERP Sidat Hyder Financials	●●●●●
Bank Reconciliations	●●●●●
Account Payables	●●●●●
Internal Audit	●●●●●
Bookkeeping	●●●●●
Ledger Reconciliations	●●●●●

Hobbies

- Traveling & Tourism
- Volunteering
- Marketing
- Trading

Qualities

- Data Analysis
- Problem Solving
- Teamwork
- Accuracy
- Multi Tasking
- Planning & Priority Setting

Languages

- | | |
|---------|--|
| English | <div><div></div><div></div><div></div><div></div><div></div></div> |
| Urdu | <div><div></div><div></div><div></div><div></div><div></div></div> |
| Punjabi | <div><div></div><div></div><div></div><div></div><div></div></div> |

Accountant

Mar 2012 - Mar 2024

National Testing Service (NTS-Pakistan), Islamabad

- Maintain daily financing transactions and activities.
- Ensures accurate and timely processing of payroll updates including new hires, terminations, and changes to pay rates.
- Calculate and deduct of Income Tax, EOBI and Provident Funds from employees' monthly salaries and deposited respective authorities.
- Daily confirmation of Bank Balances for Payment Schedule.
- Record financial and accounting entries in ERP Sidat Hyder Financials.
- Payable / receivable entries in the accounting system
- Reconciliation of cash/bank books on regular basis.
- Manage day-to-day accounting activities and petty cash vouchers.
- Preparation of monthly and quarterly reports of payables and receivables.
- Preparation of soft files for online bank transfer as per bank format.
- Providing assistance by completing routine clerical & accounting tasks.
- Data provision and management for Internal & External Auditors.
- Assisting CFO in finance Related Matters.
- Administration & Monitoring of all types of test conduction.

Account Assistant

Apr 2009 - Feb 2012

Pak Khoshgovar & Co, Lahore

- Record Financial and Accounting entries in Peachtree.
- Inventory management, stock reports and preparing daily sale reports.
- Petty cash handling, bank clearing, cash withdrawal and Pos/DDs.
- Preparing invoices, vouchers and expense reports.
- Maintaining office record, file filling, and employee's record.
- Email/mailling correspondence, front desk assistance and customer support.
- Purchase of office stationary, computer, furniture fixture, fuel for generators. Payroll management and assistance to Manager Finance.
- Organizing meetings and presenting the services in a structural professional way.