

FAIZAN MAHMOOD

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D.O.B: 10/July/1987

Address: P.O Box, Mohallah Sami, Noor Pur Shahan, Islamabad.



EXPERIENCE

Accounts Officer

Security Packers Pvt. Ltd.

(From 16/01/2023 To Date)

Job Responsibilities:

- Make Bank Payments vouchers and tax calculations
- Make Cash Payments Vouchers
- Make Bank Reconciliation Statement on Monthly Basis.
- Make Cheques for Vendors and Petty Cash
- Record Payables and make payments of vendors
- Record Receivables in Register and System
- Make Cash Statement weekly of expenses and receipts
- Make Invoices of Customers and follow up from customers about payments

Accounts Assistant

Street One Café Restaurants Pvt. Ltd. (Islamabad)

(From 02/11/2022 To 14/01/2023)

Job Responsibilities:

- Invoices Booked and Paid in **Quick Book Software**
- Daily Credit Card sales Record in Excel Sheet
- Petty Cash Record and Maintain in Excel Sheet
- Make Bank Payments vouchers and Cash Payments Vouchers
- Daily Record Inventory Demand Issuance in Excel Sheet
- Emails and Calls to different Vendors for Invoices queries
- Any other duty assigned by Manager.

Management Trainee Officer Accounts

Shifa International Hospital Ltd. (Islamabad)

(16/12/2017 to 30/05/2018)

Job Responsibilities:

- Make Petty Cash Payments for all Departments of Shifa International Hospital Ltd. And Communicate with all departments regarding invoices, Adjustment and Reimbursement cases.
- Make Bank Payment Vouchers for Vendors and Suppliers on ORACLE Software.
- Tax Calculation for Vendors, Suppliers etc.
- Make Reconciliation of different Vendors, Suppliers according to Invoices.
- Make Bank Reconciliation Statement on Monthly Basis.
- Make Entries on ORACLE for Record the Payables and Bank Payments etc.
- Any other duty assigned by Manager.

Data Entry Officer (Accounts HR)

Khudair for Trade and Contracting Company (Saudi Arabia)

(From 27/09/2014 to 20/12/2015)

Job Responsibilities:

- Work with Travel Agencies for Tickets booking of Company Staff.
- Prepare Time Sheet or salary slip of all employees
- Prepare Vacations papers of employees and communicate with finance department regarding employee's salaries and benefits issues etc.
- Record leave and absence in software and ExcelSheet
- Coordinate with Finance Department Regarding Salaries issues of employees and give report to HR Manager.
- Data of Employees IQAMA and Passport Record in Software and give details about this to HR Manager.
- To maintain and establish files and records to documents transactions
- Any other duty or task assigned by Manger.

Accounts Officer
Faisal Memorial Hospital. (Islamabad)
(From 30/10/2013 to 31/03/2014)

Job Responsibilities:

- Payment process of different Vendors
- Payment against expenses Advances etc.
- Record Payables and Receivables in Quick Book and Peachtree Software.
- Record daily transactions of Bank Payments and Receipts in Software
- Record daily transactions of Income and Petty expense in Software
- Process of Salaries Statements and Letters of Salaries
- Deposit and Disbursement of Cheques
- Deduct Tax of Vendors ,Consultants and Salaried Persons and Deposit tax Monthly on Govt. Treasury
- Filing of Bank Payment Vouchers and Petty Cash Vouchers
- Vouchers Prepared and make attach with supporting documents

ACADEMIC QUALIFICATION

MBA Finance	Mohammad Ali Jinnah University (MAJU),
B.Com	University of The Punjab Lahore
I.Com	Punjab College of Commerce, Islamabad
Matriculation	F.B.I.S.E Islamabad

COMPUTER KNOWLEDGE

Diploma in IT

Joher Institute of Information Technology Islamabad, Placed **Grade 'A'**

Skilful In

- MS Office (MS Word MS PowerPoint, MS Excel)
- Internet surfing and E-mail
- Customer service skills
- Ability to work in a team
- Flexibility and punctuality

REFERENCE

Furnished on Demand