**First Name of Application CV No 1621188**

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| **OBJECTIVE** |

To work in a highly innovative and leading environment that provides opportunities to practically implements the skills, acquire during my studies and work experience and to be a beneficial part of such organization that values human capital and achieve organization corporate strategy and personal goals in a profitable manner.

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| **PROFESSIONAL EXPERIENCE** |

**M/S Vetcon Pharmaceuticals Pvt Ltd.**

**Factory**: Plot No. 7-10B, S.I.E, Bhimber Azad Kashmir, Pakistan

**Head Office**: House No. 01, Street No. 16, Block - A, Eden Value Homes,

14-Km Multan Road, Lahore, Pakistan

**Industry**: Manufacturing Company

**Designation**: Manager Imports cum Procurement

**Working Period**: December 2011 to January 2016

**Job Description**:

**Import Management:**

* Price negotiation with indenters and finalization of orders.
* Making sure that the products arrive within the given time.
* To check shipments statustime to time and verify the import documents.
* Keeping up to date on the latest customs and international trade laws
* Establish and maintain constructive relationships with local governments and custom authorities to ensure safe and smooth of import activities.
* Establish and implement continuing education/training activities for subordinates to improve their knowledge and skill.

**Inventory Management:**

* Keep track of all orders which are placed to venders both local and import
* Maintain a minimum inventory level of each product according to the requirement (Raw Material and Packing Material).
* Track of shipments until Goods not received at warehouse.

**Banking:**

* Opening of LC’s and BC’s.
* Prepare and submission of documents for Bank Borrowings Accounts.

**Regulatory Affairs:**

* Prepare & Submit documents at Ministry of Health for imports & export approvals.
* Prepare & Submit renewal documents of products registration letters at Ministry of Health.
* Look after Chamber of Commerce Affairs.

**M/S Tarobina Corporation**

**Address**: 228-Ahmed Block, New Garden Town, Lahore

**Industry**: Importers of Veterinary Medicines

**Designation**: Accounts Officer

**Working Period**: May 2010 to September 2011

**Job Description**:

* Preparation of Payroll sheet for Employees.
* Record keeping & Entry of deduction i.e Advance Salaries, Short Term Loan, Income Tax and others.
* Creation of payable.
* Preparation of Cheques for Vendors.
* Adjustment and Entry of Advances to Vendors.
* Preparation of Cash & Bank position for management on daily basis.
* Preparation of Financial Statements on monthly basis.
* Submission of Sales Tax statement (Nil) on monthly basis.
* Preparation of details required for submission of annual income tax return.
* Assist to External Auditor for Audit of accounts.
* Deals with all kinds of matters of Customers / Vendors and any other matter regarding accounts.
* Preparationof Monthly, Quarterly and annual reports for management.
* Supervision of General Store Inventory.
* Preparation of Accounts for annual audit.
* Any other task given by management.

**Shafiq & Co (Chartered Accountants)**

**Address**:Lahore

**Industry**: Financial Services

**Designation**: Accounts Officer

**Working Period**: August 2008 to April 2010

**Job Description**:

* Preparing Financial Statements.
* Preparing Budgeted Financial Statements.
* Registration of Company, Partnership Firm and NTN.
* Filling of Income & sale tax Returns.
* Preparation & Filling of Form-A, Form 29 & Form- 21 in SECP.
* Complete checking of journal vouchers with the journal entries, ledgers and trial balance of the year while conducting audit.
* Study of Balance sheet, Receipts and Payments accounts during audit.
* Finally prepare a comprehensive report audit.

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| **QUALIFICATION** |

**M.COM**

* NUML University, Islamabad Pakistan
* Completion Year: 2015

**B.COM**

* University of the Punjab, Lahore
* Completion Year: 2008

**D.COM**

* PBTE-Lahore
* Completion Year: 2006

**Metric**

* BISE-Gujranwala
* Completion Year: 2004

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| **COMPUTER SKILLS** |

* MS Office (Word, Excel, Power Point)
* Tally / Quick Book
* Web Browsing
* Windows 98/2000/XP/Vista/7/8.1

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| **PERSONAL INFORMATION** |

* Marital Status: Single
* Language: Urdu, English