| **SHAFQAT****SHAFQAT.311320@2freemail.com**   |
| --- |
| **Experience** | CompanyPeriodPositionDurationCompanyDuration | Galaxy Biscuits (Pty) Ltd Johannesburg South AfricaFrom January 2011 to 30 Sep 2016**Accounts Management and Sales Management*** Worked Directly with the Financial Director
* Reconciliation of Cashbooks (16 cash Books)
* Prepare sales order and invoices systematically.
* Maintain Account receivable and payables.
* Prepare the debtors and creditors.
* Perform the services as sales Managers and visited whole area of South Africa to look after the customers
* Help the sales representatives where they feel the difficulties.
* Update the company distributors and live in contact with distributors.
* Assist the Bookkeeper to Prepare the VAT reports.
* Make sure all documents are properly filed.
* Warehouse manager in company warehouse in Kokstad and Port Elizabeth.
* Perform the services as internal auditor when required by the company.
* Print the bank statement and process the payment according to the customers.
* Made the payments to the suppliers through Cheq and EFT.
* Handle the payrolls, compensation and incentives on weekly basis.

From Jan 2011 to 30 September 2016Special Communication Organization (SCO) Pakistan* Staff Supervision ( 7 staff members)
* Full Debtors + Creditors + Cashbook Functions + Petty Cash
* Queries
* Payments of Creditors
* Phoning for Payments
* Placing Accounts on hold for non - payments
* Making Sure payments on bank statements are allocated correctly
* Preparation of Credit Notes
* Journals
* Rebates – monthly + annual – full work out
* Discounts
* Opening of New Accounts
* Getting Trade References
* Increasing of Credit Limits
* Running Month end routines + Statements
* Balancing of receipts in Cash Books
* Working with Credit Guarantee
* Handing over accounts
* Cashbook
* Sending Month End Foreign Reports to Head Office
* Working directly with the Sales team
* General ledger reconciliations
* Cash Books to Trial Balance
* Liaised with suppliers locally and internationally
* Responsible for reconciliations of accounts
* Cashbook functions
* Reconciliation of Accounts - Extensive – Chain Stores + Normal Accounts + Foreign Debtors
* E-Mail Queries
* Sorting Queries telephonically + Holding Meetings
* Responsible for Reps Commission Reports

From July 1996 to Dec 2010 |
| **Computer Knowledge** | MS OfficeWindow XP, Window 7Internet SurfingAWA SoftwareSage Pastel SoftwareMS Outlook |
| **Extra Experience** | I can handle matter regarding sales, customer relation, payrolls, leaves; reports writing and can handle every kind of official work. Best user of MS Excel, Word and Power point  |
| **Career Objective** | I am always willing to learn and gain additional experience. I will apply my financial background that will be able to assist me in learning your establishment criteria and help your business achieve new heights. Dedicated to excel in the field of accounts and sales and want to get job in a career objective company |
| **Education** | MBAMScGraduationIntermediateMatriculation | Master of Business Administration in Human Resources (Allama Iqbal Open University Islamabad, Pakistan)Master in Economics (Punjab University, Pakistan)Bachelor of science with double mathematics and statistics (Punjab University, Pakistan)Faculty of science with mathematics, physics and chemistry ( Federal board Islamabad, Pakistan)Metric with Mathematics, physics, chemistry and biology (Government High School Miani, Pakistan) | 30 April 201023 Dec 200007 Feb 199030 July 198529 June 1983 |