**SHEHROZE**

**SHEHROZE.335619@2freemail.com** ****

***Summary***

Office Management and Foodline Qualified professional. Competent and result driven professional with **9+ Years** of rich Experience and competencies in and Management and Food line. The selected pattern of professional and academic qualification has equipped me with in depth knowledge of Management and food line issues as well as it pursues me to learn continuously for ongoing changes and development in my profession. Possess outstanding interpersonal, communication, analytical, persuasion, problem solving, and coordination skills with presentable personality and professional business style. Seeks a challenging supervisory work profile in the Management and Food line sector to share gained knowledge, experience and skills and communication in a professional environment.

**Professional Qualifications**

Diploma in **Office Management** at **Skill Development Council (IPA)** in 2010

**Academic Qualification**

**Bachelor of Arts (B.A) waiting for result**

University of Karachi, Sindh, Pakistan

**Fine Arts (F.A)**

At Private candidate, Karachi, Sindh, Pakistan, with (Grade/GPA) C Grade

Economics, Civics, Education

**Secondary School Certificate (SSC)**

At Ailya Secondary school, Karachi, Sindh, Pakistan, with (Grade/GPA) A Grade

Physics, Chemistry, Biology.

**Professional Work Experiences**

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**Organization**: Continental Sweets n Bakers, Karachi, Pakistan

**Designation**: **Manager**

**Duration:** July 2013 to December 2016

My Responsibilities were:

**Management & Co-Operate Operations Reporting**

Assist the accounting department by providing financial ideas and financial

 Reporting services.

Checked and monitor **ISO (International Standard Organizaton)** for different

 departments.

Prepare complete general ledger balance on monthly basis.

Facilitate corporate **change management** process and conduct training sessions

 for operational staff as required. 

Prepares monthly closing entries for subsidiaries and balance related to company.

Participate in accurate and timely monthly, quarterly, and yearly close.

Perform monthly reconciliation for Balance Sheet and Salary sheets.

Perform Cash handling and random spot checks.

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**Organization**: Pizza Point, Karachi, Sindh, Pakistan

**Designation**: Manager-Asst.Manager

**Duration:** May 2012 to June 2013

My Responsibilities Were:

**Financial & Management Reporting**

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Manage complete financial reporting, Preparation of monthly income statement, balance

 Sheet and cash flow statement.

Accumulate cost for each phase of production and prepare job costing sheets for all

 Programs and events.

Prepare and monitor production budgets and review them monthly to adjust

 Variances.

Ensure the posting of all the revenue and expense journals on each month end

 Closing.

Review all the chain sources and ensure the correct treatment and matching

 Against the other environmental activity.

Deal with daily accounts operations including Payables, Receivables and Fixed Assets activity.



**Organization**: Burger Lab, Karachi, Sindh, Pakistan

**Designation**: **Senior Asst.Manager**

**Duration:**  August 2011 to April 2012

My Responsibilities Were:

**Outlet Reporting & Financial Reporting**

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Prepare **Financial Statements** in stronglydominated environment on

 Monthly, Quarterly and Annually Basis. 

Prepare monthly Reports and **corporate cash position** to facilitate trade

 Accounts department. 

Monitor **Payables**/**Receivables, Inventory, Fixed Assets,** Sales and monitor

 cash outflow/inflow requirements on daily basis. 

Visit all the corporate customers to resolve any dispute and ensure month end closing

 Of all the outlet balance accurately.

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**Organization:** Liaquat College of Management & Dentistry or

 Darul Sehat Hospital, Karachi , Sindh , Pakistan

**Designation: College In charge – Computer Operator**

**Duration:** July 2010 to May 2011

My Responsibilities Were:

* Determines sequence of operations by studying production schedule.
* Prepares equipment for operations by accessing software in computer.
* Starts operations by entering commands.
* Maintains operations by monitoring error and stoppage messages; observing entering commands to correct errors and stoppages.
* Documents problems and actions by completing production logs.
* Resolves user problems by answering questions and requests.
* Maintains sheets and records or operations by keeping information confidential.
* Contributes to team effort by accomplishing related results as need.
* The student from registration or admission to graduation or leaving provide administrative support to an academic team of lecturers, tutors or teachers

***Professional Skills***

Able to Work Under Pressure 

Young, Energetic and Ready to Take on Challenges. 

Consistently Demonstrated Ability to Gain Quick Insights into New Academic and

Practical Situations 

Time Stress Management Skills 

Simultaneous Handling of Multiple Tasks. 

Strong Interpersonal and Communication Skills. 

A Mature and Flexible Personality and The Ability to Work Well in Teams.

Completed Computer Practical Training, **MS Windows, MS** 

 **Internet Explorer, MS Excel, MS Word** 

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***Activities &Achievements***

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Organized a Seminar on 1st national dental student - **September 2009**

Organized a Seminar on the Role of Computer Skills in Liaquat College of Medicine &

 Dentistry - **November 2010** 

Organized a Workshop on Career Development – **May 2009** 

Organized a Workshop on Management Skills for Supervisor-**April 2010** 

 ***Linguistic Ability***

Proficient and beginner in **English (Written, Spoken, Reading, Listening)** 

Urdu/Hindi/Punjabi 

Excellent Interpersonal, Communication & Counseling Skills 

 ***Other Interests***

Interested in learning new techniques to help improve my work, style and personality. 

Interested in doing things, that matters individual value and the society as a whole 

 ***Personal Dossier***

 ***Marital Status***: Married

 ***Nationality***: Pakistan

 ***Reference***

 Will Be Furnished On Demand\_\_