Syed

Syed.339469@2freemail.com

**Career Summary:**

Obtain position in a company where I can capitalize on my skills and experience and can effectively utilize my expertise. I think no achievement can quench my thirst for self-improvement. My ultimate credo is to always go further and achieve excellence.

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| **Strengths:** |
| Accounts | Scheduling and time management | Facilitate Audit |
| Team Building | Conflict Resolution | Client Relationship Management |
| Reporting and Documentation | Inventory Control | Process Simplification |

**Experience:**

# Accountant Sep 2015 to Dec 2016.

**M/s Falaq Tex as a brand name of Sana & Safinaz (Leading Fashion Designers)**

Job Description:

* Prepare financial statements and reports for clients.
* Record the amount of money spent and received daily by clients or company management, using computer accounting software QuickBooks 2010.
* Evaluation of Departmental Performance & Cost.
* Reconciliation of Cashbook with receipts and payments
* Making Payments and all type of vouchers.
* Recording of Payments, bills, expenses and all type of accounts work into computer accounting software.
* Making Purchase Orders, Delivery note, Goods Receive Note and Dispatch note.
* Review businesses accounting procedures.

# Accountant Nov 2013 to Aug 2015.

**Abdul Qadir & Co. leading consultancy firm of all financial services**

Job Description:

* Record the amount of money spent and received daily by clients or company management, using computer accounting software Quickbook 2010.
* Advising on the implementation of Adequate inter controls.
* Prepare financial statements and reports for clients or company management.
* Review businesses accounting procedures.
* Providing information regarding effective use of inventory.
* Recording, handling and Adjustment of Inventories.
* Evaluation of Departmental Performance & Cost.
* Recording of Payments, bills, expenses and all type of accounts work into computer accounting software.
* Making Purchase Orders, Delivery note, Goods Receive Note and Dispatch note.
* Making Payments and all type of vouchers.
* Reconciliation of Cashbook with receipts and payments.

# CRO (Customer Relationship Officer) Sep 2012 till Nov 2013 Falcon-I Pvt. Ltd.

Job Description:

* Inbound and Outbound Calls.
* Calling Customers on NO-GO Areas and Battery Alerts.
* Provide Location of Vehicles to Customers Via Google Earth and TAVL.
* Vehicles Recovery.

**Education and Achievements**

# Bachelors in Commerce

From Dadabhoy Institute of Higher Education (Awaiting Result)

# Intermediate (Pre-Engineering)

From Govt. Dehli College.

# Management Accounting Paper Certificate

From Anis Hassan School of Accountancy.

# Performance Certificate for the Month of January 2013

From Falcon-I Pvt. Ltd.

# Performance Certificate for being appreciated by Customer on Vehicle Recovery

From Falcon-I Pvt. Ltd.

**IT Skills:**

* Proficient with MS Office (PowerPoint, Excel, Word).
* Intuit QuickBooks Software.