**Jahanzaib**

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**Objective:**

To obtain a challenging position offering, growth, potential and responsibilities in a progressive minded organization, to make effective use of my skills, grow professionally and to be successful.

**Functional Summary:**

* Experienced in Accounting Software (Sage and Quick Book) in making sales invoice.
* Experienced in Maintaining Accounts Receivable and Accounts Payable. Purchase and Sales Invoices.
* Experienced in airline reservation systems (Abacus & Galileo) and transactions process, fare Knowledge of Amadeus Application.
* Expertise with all the procedures of travel and tourism.
* Good communication skill in Customer Relationship.
* Good knowledge of Accounting.
* Ability to get along well with others and adapt to any environment.

**Academic and Professional Certification:**

* **B.COM** from BahauddinZakariya University – Multan 2013
* **DIPLOMA IN COMMERCE** from Punjab Board of Technical Education- Lahore 2011
* **SECONDARY SCHOOL CERTIFICATE** from B.I.S.E- D. G. KHAN 2009

**Experience:**

**Assistant Accountant**

Middle East Container Repair Company (L.L.C) Jabel Ali Free Zone (U.A.E).

Tenure: Sep 2014 to Oct 2016

*Duties and Responsibilities:*

* + Handling daily basis of accounts: payment by cash & credit ,preparing container repairinginvoiceand sales invoice in Sage and QuickBook applications.
  + Handling customer’s phone calls and providing the status update.
  + Generate Inbound eToken for Mt Container and Outbound eToken for full Container.
  + Identify container which require Gov’t Agency inspection.
  + Create Agility Logistics Delivery Note.
  + Monitoring Incoming/outgoing containers, damage and repaired and generating the reports in database system.
  + Send daily Quickbook and Sage system report to Finance department and relevant coordinators.
  + Release repaired container and update location of released container in Dubai trade.
  + Send daily Credit and cash report of Depot system to Finance department and coordinators.
  + Check all the inspected papers and enter the information in Depot System Application and update in Dubai trade software tool.
  + Check and request weekly supply of office materials and updates.
  + Communicating with finance and other relevant departments for any issues.
  + Communicate with shipping line if there is an issue with shipping line release.
  + Maintain clean and orderly checkout areas.
  + Check Condition of container in depot system that its new or old damage container
  + Verify container line code in Dubai trade.
  + Keep an accurate record in system for all the incoming/outgoing containers.

**AccountantCum Reservation Support Coordinator**

Al Fareed Travel Agency – D.G.Khan, Pakistan

Tenure: June 2013 to Dec 2013

*Duties and Responsibilities:*

* Handling all incoming and outgoing calls for booking and reservations including walk-in customers.
* Responsible for providing travel guidance and packages according to the customer’s requirement and budget.
* Assisting Passengers about ticket fares and end to end travel detail.
* Responsible for marketing and selling the special packages and hotel related products.
* Arrange accommodations according to the customer specification.
* Maintaining Accounts Receivable and Accounts Payable.
* Managed Accounting Entries and maintaining the reports.
* Researched and documented new accounting Procedure and Process to be implemented.

**January, 2012 to March, 2012**

Company:Benazir Income Support Program – D.G. Khan, Pakistan

Position held: Field Operation Supervisor

**Job Responsibilities:**

* Investigates, troubleshoots and resolves sales-related problems.
* Prepares work schedules and assigns workers to specific duties.
* Meet financial objectives by preparing Monthly budget; scheduling expenditures; analyzing variances; initiating corrective actions.
* Organize and distribute staff schedules.

**Additional Skills:**

* Accounting software: QUICK BOOK and Sage ERP
* Office Automation: MS-Office, Excel 2007 and 2010, 2013.
* Operating System: Windows XP, Vista Windows 7,8, & Window 10
* Advance Knowledge of Computer Software, Hardware and Internet.
* Knowledge of Computer Assembling.
* Able to work independently as well as part of a team.
* Able to quickly learn new concepts/ideas.
* Able to work in a challenging environment.

**Leisure Interests:**

* Travelling.
* Photography.
* Reading.
* Shopping.
* Playing PlayStation Games.

**Personal Detail:**

* Date of Birth: 29-12-1992
* Marital status: Single
* Religion: Islam
* Nationality: Pakistani
* Languages: English, Hindi, Urdu, Punjabi, Saraiki, Basic Arabic.
* Visa Status Long Term Visa.

**Description:**

I hereby declare that the information given above is true to the best of my knowledge & belief.