**ZAHID**



[**ZAHID.348386@2freemail.com**](mailto:ZAHID.348386@2freemail.com)

CAREER OBJECTIVE

Aspire to buildup career as Assistant Accountant in a reputed organization with committed and dedicated people.

PROFILE SUMMARY

* Completed bachelor’s Degree in Commerce and information technology certification.
* Completed two years as Assistant Accountant in industry.
* Completed four years as Customer Service Office in industry.
* Flexible, team player, self-reliant, efficient minded with eye on innovation and productivity.
* Energetic, capable, of working with minimal support and a good deal of autonomy.
* Expert in managing customers and accounts related issues.
* Excellent communication & interpersonal skills.

PROFESSIONAL & CORE SKILLS

* Reduce and solve customers and accounts issues according to ISO standards.
* Support on operation management team for delivery of shipments to customers.
* Support on Microsoft platform for active Directory, file, print and Google G suit.
* Managing the licensing, accounts inventory, Budgeting and Software purchase.
* ERP Support for sales, production, Store, Warehouse and management.
* Support on Entry, Ledger, Trial Balance and balance sheet by Peachtree and Tally software.
* Having strong command on Ms-Excel, Word, power point and OMS.

EMPLOYMENT HISTORY

**Customer Service Officer for TCS Private Limited Pakistan** (**Oct2012-present)**

Job profile:

* Managing the service for customer to make delivery in time with the help of operation team.
* Support the customers to resolve the main issues that are created.
* Support the team to help how to fulfill the main requirements of customers.
* Managing the final report of customers to show the performance the team.

**Assistant Accountant for Wing chair Private Limited Pakistan (June 2015-july2016)**

* Support on Accounts related documents such as Taxes, expenses and Income statements.
* Support on current Assets, Fixed Assets, Depreciation, utility bills and Inward and Outward documents.
* Support on Journal entries, Ledger, Trial balance and Balance sheet.
* Support on Income and Expenditure and profit and loss statements.
* Managing the Daily meetings and explain the future plain to fulfill the material of different department.
* Managing the payments and receipts of the bank and the customers.
* Managing the reconciliation of statements and cash flow.
* Managing the final report of monthly and day by day to show performance.

**Data Entry Operator for drug Pharm Private limited (Apr2014-May2015)**

* Support the entry of documents in Pinnacle software.
* Support the Documents such as Raw material, Petty cash, vouchers and Daily expenses.
* Support to create final report for purpose of mistakes in entries.

EDUCATION

* Master in commerce (in progress)
* Bachelor in commerce from Punjab University, Lahore, Pakistan

PROFESSIONAL CERTIFICATES and TRAINNING

* Certificate of information Technology
* Peachtree Quantum, Tally ERP and Payroll Management certificate Training from HACS Lahore.

PERSONAL DETAILS

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| D.O.B | 4TH September 1990 |
| Marital status | Single |
| Visa Status | Visit visa |
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