**Zahid**

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**Visit Visa Valid till 30 June, 2017**

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**CAREER OBJECTIVE:**

To gain a challenging position in an organization where its members believe in common vision, teamwork and respect for

Each other. Like new responsibilities in adverse working environment and opportunities to grow professionally with cumulative responsibilities.

**CAREER PROFILE/SKILLS:**

* **MS Office, Preparation of Income Tax, Sales Tax returns & Financial Statements**
* **Soft Tech Information**
* **Have skills of working on all current available Software Like Peech Tree, ERP Quick Book etc**
* **Strong organization skills**
* **Ability to use standard software applications technology-savvy**
* **Strong problem-solving skills**
* **Strong communication skills (verbal, listening, writing)**
* **Strong analytical skills**
* **Dot Soft Technologies**
* **Worked on Microsoft Word & Excel**
* **Ability to acquire and maintain relationships e.g., associates, customers, vendors**

**PROFESSIONAL WORK EXPERIENCE:**

**Organization:** **Asian Building Systems (Private) Limited**

(PEB Steel Structure Company Like Emirates Building Systems Co. L.L.C)

**Tenure:**  May 2016 – Till Present

**Designation:** **Dy. Manager Finance**

**Responsibilities:**

* Prepare the journal Entries at the end of month for Accruals etc
* Prepare Documents for Opening of Letter of Credit local and Foreign
* Handling of all transactions relating to Bank of the Firm.
* Management and liaison with banks for credit lines/facilities like Leasing, LC Limit, Guarantee Line etc with Bank Al Habib Limited
* Handling the Foreign Exchange like USD, EURO and AED with the banks for the forward to Italy, Germany & China.
* Reconciliation of Bank on daily and monthly basis.
* Organization with banks for the mortgage Loans and FATR transactions and interest on FATR etc.
* Coordinating with the forwarder/clearings agents for Custom clearing & receipt of shipments.
* Follow up with suppliers for the shipping documents and timely arrange the Delivery Order from the shipping lines.
* Contact with Custom documentation department for timely custom clearance of shipments and arrange the local transportation for these.
* Smooth the progress of monthly closing procedures.
* Coordinate daily functions of office management; liaise with internal – external departments.
* Reconcile the local supplier account on monthly basis and release the payments by issuing PDC’s.
* Coordinating with the shipping lines and forwarder for the imports and exports logistics requirements.

**Achievements:**

* **Gain Strong organization skills**
* **Learnt Ability to use standard software applications technology**

**Organization:** **Total Technologies (Private) Limited**

(Medical Equipments Trading Company like Atlas Medical L.L.C)

**Tenure:**  May 2012 –May 2016

**Designation:** Senior Accounts Executive

**Responsibilities:**

* Handling of Accounts Receivables from Bills Generation till Recovery
* Oversee invoicing process, monthly accruals
* Bank handling including posting of deposits / withdrawal, monthly reconciliations, calculation of markup on P&Ls accounts etc.
* Preparation of Daily Cash Book, Cash Reconciliations etc
* Preparation of various reports like recovery, expenses comparison etc

**Achievements:**

* **Have skills of working on all current available Software Like Peechtree, ERP Quick Book etc**
* **Strong problem-solving skills**

**Organization:** **Atta Ullah & Company Chartered Accountants**

(Chartered Accountants like Tahaway Chartered Accountants)

**Tenure:**  June 2010– April 2012

**Designation:** Junior Auditor

**Responsibilities:**

* Statutory audit of Financial Statements & Information Audit.
* Evaluating the Financial information provided by clients
* E-filing monthly With Holding Statements, Sales tax returns and Income tax returns
* Preparation of Financial Statements from the Audited Accounts
* Registration of Firm and Companies with Security & Exchange Commission of Pakistan
* Registration of Client with Federal Board of Revenue of Pakistan Like NTN Certificate, STRN etc.

**Achievement:**

* **First time work with highly qualified peoples.**
* **Excellent command on Microsoft Word & Excel.**

**ACADEMIC EDUCATION:**

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| **DEGREE/CERTIFICATION** | **EXAMINING BODY:** | **YEAR** |
| Masters of Business Administration | University Of The Punjab, Lahore | 2016 |

**CERTIFICATION/ ADDITIONAL SKILLS:**

* **MS Office** (All versions, MS Word, MS Power Point and MS Excel)
* **MS Excel** (MS Formulae, Reports Automation, Presentations)

**TRAININGS & WORKSHOPS:**

**CREATING MOMENTS OF MAGIC Year - 2013**

* Successfully meeting the requirements of ISO certification of Pakistan

**Excel Training Year - 2010**

* Intermediate and advance levels of MS excel

**PERSONAL INFORMATION:**

**Father’s Name** : Abdul Rasheed

**Date of Birth** : 06 April, 1991

**Driving License** :Appling Stage

**REFERENCE:**

Reference will be furnished on demand.