**SHAUKAT**

[**SHAUKAT.366728@2freemail.com**](mailto:SHAUKAT.366728@2freemail.com)

**OBJECTIVE**

My aim is to work with a reputed organization where I have opportunities to improve my professional knowledge with professional career development. I'll work with high professionalism so that I can be treated as a vital member of the Company in terms of its growth and excellence.

**STRENGTHS**

* Working experience with a Construction, and Manufacturing Concern; Financial and Commercial organizations.
* Project Management Skills (working independently or in team)
* Good Communication & Planning Skills
* Proven record of exceeding expectations for both Company and Customer's perspective.

**TECHNICAL EXPERTISE**

* Financial Accounting ,Project Management & Sale Executives
* Customer Dealing & Relationship in the Banking Sector

**QUALIFICATION**

**Academic: - MBA,** Master in Business Administration with major in **Finance 2016** - From University of Peshawar.

- **B.COM**, Bachelor of Commerce **2012**- From Qurtuba University of Science & Information Technology Peshawar.

* **D.COM,** Diploma Of Commerce 2010- From GCMS Kohat.

**Computer:** Strong computer knowledge and working experience of:

**Skills** - Microsoft Excel, Microsoft Word

- QuickBooks, Peachtree Accounting & Tally.

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**PROFESSIONAL EXPERIENCE**

**JAN ALAM & CO (GOVT.CONSTRUCTION COMPANY). (Jan 2016 \_ Feb 2017**)

Position: Accountant cum Admin Assistant.

* Prepare, and analyze accounting records, financial statements, and other financial reports to assess accuracy, completeness, and conformance to reporting and procedural standards.
* Analyze business operations, trends, costs, revenues, financial commitments, and obligations, to project future revenues and expenses or to provide advice.
* Provide internal and external auditing services for businesses and individuals.
* To Maintain separate bank Accounts, Bank Reconciliation, keeping records of transactions regarding receipt & payment voucher, maintain income & expense accounts, recovery from creditors (cash & cheques), Receptionist.
* To maintain purchase record of Construction Equipment’s.
* Create and submit government reports and tax returns related to projects
* Making Company Profile for new Contracts.
* Maintain & facilitate good communication flow with external customers and internal staff.

**Accounts/Finance Officer**

**ZRK Group of Industries November 2012 - October 2015**

**Peshawar Pakistan**

ZRK Group is the largest wood Based Panel Industry in Pakistan producing MDF and particleboard. With the most modern state of the art plants and equipment from Europe and China.

* To maintain general ledger.
* To prepare revenue, expense, payroll entries, invoices, and other accounting documents.
* To oversee the business financial transactions including cash vouchers, bank vouchers, purchase/sales vouchers, Journal vouchers etc. and verify the financial data entry from internal controls perspective by applying different internal control checks i.e. approvals and needed compliance etc.
* To maintain Sales Tax records and submission of monthly sales tax reports..
* To prepare and maintain bank reconciliation statement.