

**Shakil**

**Shakil.373129@2freemail.com**

## Professional Summary

Success oriented and outgoing with a positive attitude. Strong sense of responsibility and self-motivation.

Work well under pressure, diplomat, tactful and fast learner. Sincere In Professional Life. And Punctuality is my priority.

Seeking a position in dynamic organization where extensive experience will be further developed and utilized.

# Work Experiences:

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| **Accounts & Finance Manager** | August 2005 to Date |

At **Harvester Services (Pvt) Ltd Lahore** Pakistan

(Provide services to bankers & Companies of Godown keepers for pledged stocks and manage it, verification, and evaluation, clearing & forwarding services. Co. Size 3000 Employees. More than 20 branches all over Pakistan)

## Tasks & Responsibilities:

1. Prepare and deliver timely and accurate monthly, quarterly & yearly financial statements of all branches to Directors.
2. Cash management reports, balance sheet reconciliations and various detailed analysis reports required by the Directors.
3. Develop and prepare the monthly budget of all branches.
4. Present the presentation about the financial Position of the company in meeting of all branchesquarterly.
5. Supervise the accounts departments of all branches daily activities and all their functions including accounts payable, accounts receivables, payroll, and Data entries online & in software and financial reporting.
6. Evaluate and assess the performance of the accounting staff to ensure all subordinate duties are completed effectively and efficiently.
7. Initiate and maintain professional banking relationships.
8. Online Work regarding Income Tax & Sales Tax
9. Annual Income Tax Returns.
10. Legal Agreements with Banks & Other Parties.
11. Prepare Cheques, Requisition & Issuance.
12. Manage Clearing & Forwarding Accounts.
13. **Acting Head of Mobilink cellular Company Projects**: Credit Risk Evaluation, Physical Verification Bio Metric Verification, GPS Coordinates.

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| **Internal Auditor** | Jan 2011 to Dec 2014 |

At **Whoopee Foods (Pvt) Ltd Rawat** Pakistan (Sub project of Harvester Services Pvt Ltd) (Ice Cream & Water Provider, Co. Size 300 Employees)

## Tasks & Responsibilities:

1. Internally Audit the books of accounts quarterly.
2. Check and verify Sales & Purchase Invoices.
3. Verify Outstanding Balances of debtor & creditors.
4. Vouch all expenses with supporting documents
5. Verify Receipts and Payment with bank statements
6. Physical verification of stocks in stores.

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| **Accounts Manager** | Mar 2015 to July 2015 |

At **Pakistan Foam (Pvt) Ltd Lahore** Pakistan

(Foam Items Manufacturer, Co Size 150 Employees)

## Tasks & Responsibilities:

1. Audit the books of accounts.
2. Cost analysis.
3. Prepare Financial Statements.
4. Oracle Accounting Software Implemented.
5. Check sales and purchases.
6. Balances Payable & Receivable.

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| **Accounts Officer** | Sep 2002 to Aug 2003 |

At **Mian Tyre & Rubber Co Ltd Lahore** Pakistan

(Tyres & tubes Manufacturer, Co Size 5000 Employees)

## Tasks & Responsibilities:

1. Posting of Cash& Bank Payment & Receipts Voucher.
2. Prepare Expenses Requisitions
3. Banks statement Reconciliation.
4. Cash & Cheques Deposits & withdraw from Banks.

# Summary of Qualifications:

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| **(Master Business Administration in Finance)** | 2005 |

Riphah International University Islamabad Pakistan, (Specialize in Finance) 3.47/4.00 CGPA

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| **(Bachelor in Commerce)** | 2002 |

Punjab University Lahore Pakistan. 1st Division

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| **(Intermediate in Commerce)** | 2000 |

Board of Intermediate & Secondary Education, Lahore, Punjab, Pakistan. 1st Division

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| **Matriculation** | 1996 |

Board of Intermediate & Secondary Education, Faisalabad, Punjab, Pakistan. 1st Division

# Computer Skills:

Professional efficiency in Microsoft Office 2003-16

Oracle ERP, Tally ERP, Peach-tree , Fox-pro Based Accounting softwares Database Software

**Languages:**

English Urdu Punjabi

**Activities:**

Stock Market

Forex Market Reading Books

Teaching B.Com, B.B.A, M.B.A