

Syed

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***Career Objective***

To take a challenging position in a progressive organization with devotion and determination to enhance my skills and knowledge in the best interests of the organization, for my personal and professional growth.

***Professional Qualification***

MS (Banking & Finance) Bahauddin Zakariya University, Multan.

***Academic Qualifications***

B.A Bahauddin Zakariya University, Multan.

***Professional Experience***

**From March 29, 2015 to Present**

**Sharaf DG ( Etisalat) U.A.E**

**Field Sales Executive**

My job responsibility is to handle the Customers account of the Company.

* Generate new potential customers, process all the date to quality control Department.
* Maintain the database of the customer
* Developing and maintaining strong working relations with all existing customers at key levels to optimize the utilization of approved facilities.
* Implementing and maintaining complete control aspects i.e. financial analysis of statements of accounts, documentation and periodical client visits call reports.
* Update the database & promotion facilities to the exciting customers and potential customers.

**From March 05, 2014 to Dec, 2014**

**Mahmood Textile Limited (Pvt) Limited**

**Assistant Account Manager**

My job responsibility is to handle the Accounts of the Company.

* Submit of business status summary to Chief Manager on weekly and monthly basis.
* Full-charge Bookkeeping and Accounting Excellent account management bookkeeping expertise; and proper documentation for annual audits. Expertise includes, **but is not limited to:** 
  + Billing and Collections • Inventory Management • Budgets • Daily Bank Reconciliation • Accounts Payable and Receivable • Fixed Assets Management • Bank Statements • General Ledger
* Supervision of Accounts Receivable & Accounts Payable departments.
* Daily Cash receipts, Petty cash and inventory checking.
* Submit report of Income statement and balance sheet.
* Monthly stock report &Cash flow statement weekly basis.
* Bank statement reconciliation on weekly basis.
* Interacting with Banker to meet necessary financial requirements.
* Preparing Profit & Loss Account.
* Finalization of account submits to auditor.

**From Jan-2014 to Feb-2014**

**National Bank of Pakistan.**

**Internee**

As an Internee I have worked in Different Departments.

Following are my job description:-

* Handling Account Opening, Deposit section and Advances.
* Preparation record of all customer (Personal & Business) on weekly basis.
* Posting Bills, Remittances and Pension.
* Preparation of monthly performance report and submit it to the Head office.

**From April, 2011 to Oct, 2013**

**Subway Pakistan**

**Accountant**

As an Accountant, Handled all the Accounts departmentof the company.

Following are my job description:-

**Accounts Related Matters**

* To check and verify all the Cash, Bank and Journal Vouchers.
* Verification of Sales proceeds and Stock register.
* To check and verify monthly Salaries of all staff.
* Checking of attendance & daily over time sheets of staff.
* Maintain company all Bank Accounts & its Reconciliation.
* Weekly Schedule of Company Account payables.

**Purchase and Inventory Related Matters**

* Checking of purchase orders and rates with previous purchases and compare bills with demands.
* To conduct monthly stock takings of inventories and applying cut off procedures on all necessary documents.
* To prepare quantitative records of inventories on the basis of stock taking papers.
* Ensure that all purchases of fixed assets are capitalized in accordance with the company policy.

**Matters Related to Purchase Department**

* Stock Reconciliation
* Verification of the Purchase Comparison.
* Checking of purchase orders and rates with previous purchase.

***Professional Abilities***

* Hardworking, self-motivated, goal and task oriented, capable to work under pressure.
* Able to work independently and as part of a team in a fast-paced changing environment.
* Assist in promoting the objectives of the organization.
* I have the spirit to work in team.
* Ability to learn, adaptations and flexibility to cope with stressful working condition.
* Ability to work as a team member as well as team leader.

***Accounting Software***

* MIS
* MS Office
* Quick Books
* Tally
* MFC