SHAHNAWAZ

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**CAREER OBJECTIVE:**

Interested to work in an institution wherein I can exploit my knowledge to the maximum and also use my inter personal and communication skill, ability to establish and maintain healthy relationship with all levels of staff, management. To do the tasks at hand in systematic manner and excel in executing the job with my analytical and problem solving skills, and work for the development of the company.

**SKILLS:**

* Record and document financial transactions
* Analyse financial transactions to determine accuracy, completeness.
* Maintained Account receivables, Account payables
* Finalization of accounts to balance sheet
* Handling store activities and staff and tracking their activities on and off floor
* Maintaining customers database
* Maintaining records of promotions and going on in the stores and conducting lucky draws and promotional schemes and prize distribution.
* To send the daily charts and reports to administrative officer of total sale and GDP.

● Take care of cash Balance.

* Handling Credit, Annual, Coupons.
* Prepared Daily sale report (DSP)
* Prepared Monthly Report (MIS)
* Providing administrative & secretarial service to the office’s manager.
* Assist the bosses in generating the different reports regarding business.
* Feeding of different type of invoices with coding regularly.
* Fully work of liquidation as a cashier

**ACADEMIC CREDENTIALS:**

* **B. Com.** with Computers from Osmania University, Hyderabad-India.(2002-2005), 60% - I DIVISION.

**COMPUTER SKILLS:**

* Diploma in Accounting Packages : Tally, Wings, Focus, Peachtree, QuickBooks
* Operating Systems : Windows 2003 NT4 (98, 2000, XP).
* Office Tools.(World, Excel and PowerPoint)
* Internet Surfing Knowledge.

**PROFESSIONAL EXPERIENCE:**

**METRO TRADING COMPANY**

**(Full Time) Hyderabad**

**Head of Department - Accounts May ‘11 – April ‘15**

Metro Trading Co. is one of the best Company dealing with Furniture equipment’s for office and homes with many branches throughout the city. It deals with Ergonomics products with wide range of customers from various background of life.

**M/s ZENER ELECTRIC COMPANY**

**(Full Time) Hyderabad**

**Head of Department – Accounts (Asst.) August ‘05 – April ‘11**

M/s Zener Electric Company deals with Electric Installation of New and Old Constructions. It is specially reputed for its corporate projects in and aroud the city and it is also well known for service and customer satisfaction.

**STRENGTHS:**

* Dedication to work and strive for goals in life.
* Good team player skills, ability to withstand pressure.
* Leadership and Decision making capabilities.
* Flexible to work in different environments.
* Finely tuned analytical and research skills.
* Good oral, written communication and presentation skills.
* Well organized and proficient with details.
* Fortitude, Forbearance and Patience.

**ACHIVEMENTS:**

* + Bagged the best employee status in 2nd month of job.
  + Represented company in annual seminar meet at Hyderabad.

**LANGUAGES KNOWN:**

* English
* Urdu
* Hindi
* Arabic

**PERSONAL DETAILS:**

Gender : Female

Nationality : Indian

Religion : Islam