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***CURRICULUM VITAE***

**SHAZIA**

***Email*** *:* shazia.383918@2freemail.com

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### *Objective :*

### *Excellent accounting skills with experience in Oracle, dealt with customers and high level workloads within strict deadlines. Looking forward to start a challenging position to meet my competencies, capabilities, skills, education and experience*

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***Professional Career Summary:***

***Professional Certification****: CMA (Stage-II)*

***Education :*** *M-Com (Finance, 1st Division), B-com (1st Division)*

***Work Experience :******Duration Organization & Designation***

*Nov-13 to Feb-17* ***K.K. RICE MILLS (PVT.) LTD.:****They are Exporter, Miller & Distributor of Rice within & outside Country*.

As an **Assistant Manager Accounts**

*Dec-10 to Oct-13* ***AFZAL MOTORS (PVT.) LTD. :*** is an Exclusive Importer, Distributor cum Progressive Manufacturer of Daewoo Buses and Trucks in Pakistan under the Technical Assistance Agreement with the Daewoo Bus Corporation, Korea, Tata Daewoo Commercial Vehicle Company, Korea & JAC Trucks and Buses China, King Long Vans China.

 AS an **Assistant Manager Finance& Accounts**

April-07 to Nov-10 **KZK IND. & COMM. CO.** (Importer & Trader)

**KZK**is an Importer & sole distributor of Heavy Machinery of**ANHUI HELI & LIUGONG,** comprising of Wheel Loaders, Fork lifters, Helipad, Mobile Crane, Steel Pipes etc.

As an **Senior Accountant**

April-05 to Feb-07 **QFS GROUP OF COMPANIES (PVT.) LTD.**

 Is a group of companies having Import & Distribution Business of Home Appliances, UTS Transport business of buses & CNG/Petrol Pumps

As an **Accountant­­­­**

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***Job descriptions*:**

* Expertise in **ORACLE** for all Accounting modules such as Accounts Payable, Accounts Receivable, Cash Management, General Ledger, Inventory & Sales Modules
* Prepare & record Sale Invoices& Delivery Challan for Customers.
* Record Cash/Bank Receipt against Sale & check account receivables on periodical basis.
* Record Purchases& analyze inventories, Supplier’s Account along with their aging.
* Prepare payments to Suppliers through Cheques& online payment after deducting Income Tax.
* Prepare journal Entries of all cash & accrued expenses.
* Maintain & manage Petty cash handling
* Prepare payments for Tax Authorities against supplier’s deducted Income Tax.
* Prepared Cheques for Import Duties & other Liabilities after audit & management approval.
* Assisting Finance Manager in preparing Financials like Trial Balance, Profit & Loss a/c, Balance Sheet, Cash Flow statement.
* Hand on experience on Tax Filing.
* Liaison with Banks, Insurance, Leasing & other Financial Institution for Financial Services which includes ERF, Bank Guarantees, other Operation &Financial matters.
* Record & monitor ERF settlement on timely basis along with Markup Computation.
* Compile data for Export Performance along with bank for **SBP.**
* Prepare Payroll along with EOBI & SESSI Payments& Disbursement.
* Prepare landed cost for each shipment when received.
* Inter departmental co-ordination for smooth running of all functions.
* Participate in all management meetings which include all operational, sales and other financial matter of the company.
* Impart training to juniors/internees for Accounting Operations & Software.
* Handling Self-Correspondence with all Business Clients, Suppliers and Banks
* Enhanced the credibility of finance function by generating accurate and timely **MIS Reports**

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***Professional Certification & Academic Education***:

**Sr. Certification/Degree Institution/University Specialization Pass year**

1. CMA (Stage II) ICMAP, Karachi Management Accounting 2005
2. M-Com University of Karachi Finance & Accounts 2002
3. B-Com University of Karachi Accounts 1999
4. Intermediate Sir Syed College, Karachi Medical Science 1997
5. Matriculation North Cambridge School, Khi Medical Science 1995

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***Computer Skills and Other Expertise:***

**Expertise Proficiency Level Last Used/Practiced**

1. MS Office Excellent Currently Using
2. Outlook Express & Internet Explorer Above Average Currently Using
3. Accounting Software(Fox Pro & Oracle) Above Average Last Used
4. Accounting Software(Visual Basic) Above Average Currently Used
5. English (Speaking& Writing) Good
6. Advance Excel (Diploma from PIM) Good Last Used

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***Personal Information:***

Religion : Islam

Date of Birth : 14-09-1980

Language Competency : Urdu & English

Visa Status : Visit Visa (can be extended)

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**References:** Available on request