

## Shabbir Punawala

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### OBJECTIVE

To pursue a career in Brand Management in a professional and competitive environment that promotes my professional growth and gives me the opportunity to contribute to the success of the organization.

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### CAREER PROFILE

- Highly flexible, organized and result oriented performer with proven ability to prioritize and handle multiple projects.
  - Effective team player and problem solver who works hard to achieve objectives.
  - Experienced presenter.
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### WORK EXPERIENCE

1. Duration                      March 2022 – Present  
Company                        Millwala Welding Company (PVT) Limited  
Position:                       Finance Manager

**Prepare Cheques**  
**Prepare Petty Cash**  
**Posting Data Entry**  
**Filling of Vouchers**  
**Bank Reconciliation**  
**Maintain Cash Ledger**  
**Maintain over Due report**  
**Maintain Receivables & Payable Ledgers**  
**Preparation of Sales Tax & Income tax Files**  
**Cash Flow Statement**  
**Income Statement**

2. Duration:                      October 2016 – Feb 2022  
Company                        Base Welding Company  
Position:                       Assistant Finance Manager

**Prepare Cheques**  
**Prepare Petty Cash**  
**Posting Data Entry**  
**Filling of Vouchers**  
**Bank Reconciliation**  
**Maintain Cash Ledger**  
**Maintain over Due report**  
**Maintain Receivables & Payable Ledgers**  
**Preparation of Sales Tax & Income tax Files**  
**Cash Flow Statement**  
**Income Statement**

1. Duration: January 2014- 2016  
Company: A.Moosajee Sons  
Position: Accountant.
2. Duration: January 2011 – September 2013  
Company: Husamiyah School  
Position: Account/ Admin Officer

#### SKILLS

- Computer Competency (MS Word, Excel, PowerPoint, Access)
- Language Competency (Fluent in English and Urdu, and adequately adept at Gujrati)

#### ACADEMIC CREDENTIALS

Qualification	Year	Institution	Grade/ C.GPA
B.Com	2009	Karachi University Business School	Second Division
HSC- Commerce	2007	S.M Arts & Commerce College	B Grade
SSC- Karachi Board	2005	Hasan Central Public. School	B Grade

#### PERSONAL INFORMATION

Father Name: Ziauddin  
Date of Birth: 08-September-1988  
NIC No. 42301-2435885-1  
Marital Status: Married  
Religious: Islam  
Nationality: Pakistani.

#### ACTIVITIES & INTERESTS

- Passionate about traveling internationally and nationally.
- Learning Languages.
- Socializing, surfing the net, watching TV, listening to music and cooking.

#### REFERENCES

To be furnished upon request.

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