Shabbir Punawala

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Con # 0345-2228418/0331-8395917

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.

CAREER PROFILE

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* 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.

WORK EXPERIENCE

1. Durantion 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. Durantion: 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.

1. Duration: January 2011 – September 2013

Company: Husamiyah School

Position: Account/ Admin Officer

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| 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  Martial 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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