Shabbir Punawala

Address: F/46 PNT Colony Gizri Road Clifton Karachi

Spunawala@Gmail.com

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

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

PERSONAL INFORMATIONFather Name: ZiauddinDate of Birth: 08-September-1988NIC No. 42301-2435885-1Martial Status: MarriedReligious: IslamNationality: Pakistani.ACTIVITIES & INTERESTS* Passionate about traveling internationally and nationally.
* Learning Languages.
* Socializing, surfing the net, watching TV, listening to music and cooking.

REFERENCESTo be furnished upon request. |
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