

JAMIL SHAHZAD

Accounts Manager



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📍 X-17, England Cluster, International City, Dubai
🌐 Pakistan 📅 04-04-1979 👤 Married

SUMMARY

An Accounts manager with more than 17 years of extensive experience overseeing financial operations, budgeting, and reporting. Adept at managing accounts payable and receivable processes, optimizing cash flow, and ensuring compliance with regulations. Skilled in developing strategic financial plans to support business objectives and enhance profitability.

WORK EXPERIENCE

Manager Accounts

Sachio International Trading

📅 Jul 2022 - Jan 2024

Kagawa, Japan

- Maintaining Ledgers of Account Receivables & Account Payables.
- Arranged cash to clear payables on monthly basis.
- Issued petty cash and maintained monthly expense sheet.
- Prepared Local Sales Invoices.
- Prepared purchase & sales reports on daily basis.
- Reconciled banks Statements and Cash Flow balances.
- Prepared monthly balance sheet & Profit and loss Account.
- Maintained Record of Vehicle documents, expense bills
- Arranged documents of sold vehicle in auction and directly post to auction company

Accounts Officer

Hi Class Foods

📅 Nov 2012 - Jun 2022

Gujranwala, Pakistan

- Managed Cash Receiving, Cash payment and Receipts.
- Sorting & Preparation of Cash as per banking Standards.
- Issued Petty cash for Factory Expenses.
- Maintained Sales & Purchase Parties Ledger.
- Prepared Sales & Purchase Parties Bills on weekly basis.
- Prepared Sales Report on Daily basis.
- Reconciled Banks Statement.
- Prepared Salary Claims of all factory staff.
- Maintained documents of all parties, staff hiring and company properties.

Accounts Officer

Subh E Noor Communications

📅 May 2006 - Nov 2012

Lahore, Pakistan

- Handled Cash payment and receipts.
- Sorted & prepared cash as per banking Standards.
- Maintained day end report of sales, purchase & inventory.
- Arranged physical inventory stock according to inventory balance sheet.
- Maintained sales, purchase & inventory data in Oracle Software.
- Maintained credit parties ledgers.
- Preparation of expense sheet on daily and monthly basis.
- Verified sales parties payment directly from banks.
- Reconciled Bank Statement.
- To Make Claims of Salary Sheet.
- Managed new Hiring Staff Documents, Courier Record & Office Assets.

EDUCATION

MBA Finance

Virtual University of Pakistan.

📅 2012 - Present -

Gujranwala, Pakistan
[Master of Education](#)

Allama Iqbal Open University
Islamabad, Pakistan
[Graduation](#)

University of the Punjab
Lahore, Pakistan
[Intermediate](#)

Board of Intermediate & Secondary Education
Gujranwala, Pakistan
[Matriculation](#)

Board of Intermediate & Secondary Education
Gujranwala, Pakistan

PERSONAL SKILLS

Oracle Software	70%	Quick Book	70%
ERP	40%		

LANGUAGES

English	🔵🔵🔵🔵⬜	Urdu	🔵🔵🔵🔵🔵
Punjabi	🔵🔵🔵🔵🔵	Japanese	🔵🔵🔵🔵🔵

COURSES

[Diploma in Information Technology](#)
📅 2002
Petroman Institute Of Information Technology

HOBBIES

Travel	Cricket	Watching Movies
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