

# MASOOD ALAM

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## OBJECTIVE

Searching for a challenging job in a growth Oriented Organization, where I can prove my capability with hard working, sincerity and cost effective for the motive of organization to increase its profitability.

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## PROFESSIONAL EXPERIENCE

### EMIRATES RECYCLING L.L.C

**Industrial Area #10 Sharjah, United Arab Emirates.**

As an “Assistant Accountant & Supervisor” From Oct 2021 to Dec 2023

#### Job Responsibility.

- ✓ Maintain Cash & Stock Report on daily basis.
- ✓ Cash Handling, Stock taking & Data Entries
- ✓ Dealing with Customers & Suppliers
- ✓ Production Handling & resolve all matters concern with yard.
- ✓ Discuss Future planning with Seniors.
- ✓ Submit & reconcile expense report.
- ✓ Act as the point of contact for internal & external clients
- ✓ Helping to resolve employee issues and disputes.
- ✓ Review weekly supplier payment runs, process payments according to vendors
- ✓ Petty Cash Handling

### QUALITY DYING & FINISHING

As an “Accounts Assistant” from January 2016 to 2021

#### Job Responsibility.

- ✓ Maintain Cash Statement on daily basis.
- ✓ Receiving & Verification of All Kind of Bills Documents, Income Tax Challans, Sales Tax Invoices of Suppliers.
- ✓ Preparation of Payment Vouchers of all Payments.
- ✓ Receiving All cheques of Customer and Deposit into Bank
- ✓ Maintaining Purchase Ledger & Sale Ledger
- ✓ Monthly Stock Taking with Seniors.

# **LIGHT METAL & RUBBER INDUSTRIES (PVT) LTD.**

As an “Assistant Accountant” from March-2011 to November 2015.

## **Job Responsibility.**

- ✓ Cash Payment Voucher
- ✓ Cash Receipt Voucher
- ✓ Goods Issued Voucher
- ✓ Good Received Voucher
- ✓ Stores Requisition Voucher
- ✓ Maintain Petty Cash Book Manual Posting
- ✓ Posting Voucher to Cash Book Manual

# **SAZ ENTERPRISES**

As an “Sales Representative” from June-2009 to December 2011

## **Job Responsibility.**

- ✓ Provided exceptional customer service, consistently exceeding customer satisfaction expectations.
- ✓ Summarize the view of the Customer to improve products in best quality.
- ✓ Increasing sales to Convince the Customer regarding products.
- ✓ Developed and maintained relationships with key customers to ensure repeat and referral business.
- ✓ Attended sales conferences, trade shows, and seminars to build industry knowledge.

## **QUALIFICATION:**

Graduation	: B. Com	Karachi University	2009
Intermediation	: Science	Karachi Board	2006
Matriculation	: Science	Karachi Board	2004

## **OTHER SKILLS:**

Computer Skills	: MS Office-2010(MS Excel, Word etc.)
Accounting Software	: Peach Tree, Infor & Tally

## **PERSONAL DATA:**

Nationality	: Pakistani
Religion	: Islam
Date of Birth	: 18 <sup>th</sup> September 1987
Marital Status	: Married
Passport #	: AT1756502 Valid up to 05 <sup>th</sup> July 2025.
Language	: English & Urdu
Visa Status	: UAE VISA Valid till Nov 2024
Driving License	: 4626187 Valid till Jan 2026