

Usman Liaqat



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WORK EXPERIENCE

01/07/2021- Present



Executive Accounts and Finance

Pakistan Aluminum Beverage Cans Limited

Responsibilities

- ✓ Verifying posting of payments/receipts from vendors and customers.
- ✓ Reviewing Sale/Purchase contracts.
- ✓ Verification of store and raw material purchases as per contract, regarding payments.
- ✓ Reconciliation of store/party ledgers and inter group ledgers.
- ✓ Dealing with Procurement (Purchase requisition, Quotations Comparison, Purchase orders, Invoices from suppliers & ensuring timely payments)
- ✓ Product Costing, Inventory Verifications and Stock Evaluations.
- ✓ Preparation of aging reports of accounts Payable.
- ✓ Posting of bills of vendor's and transporters, making their scroll for payment and recording their payments according to cash & credit invoicing in system.
- ✓ Compile data and prepare monthly reports and statement of accounts. Maintain petty cash and prepare patty vouchers.
- ✓ Post customer payments by recording cash, cheques and credit transaction.
- ✓ Daily sale related closing prepared and mail to higher official person.
- ✓ Any other assignment given by Managers.
- ✓ I Have Efficient Experience on SAP & ERP Software

01/01/2021– 01/07/2022



Executive Accounts Officer

GrocerApps(Pvt,) Limited, Pakistan.

Responsibilities

- ✓ Meeting with vendors to Resolve the queries.
- ✓ Review of daily Cash and Bank movement of the warehouse.
- ✓ Preparation daily Sale Reconciliation.
- ✓ Preparation of cash & Bank Reconciliation on week end.
- ✓ Posting & Review of Accounting Entries.
- ✓ Preparation of sale Tax Detail.
- ✓ Reporting and data provision to Head office.
- ✓ Have Efficient Experience on SAP Software.
- ✓ Maintain record on daily basis trouble shooting, telephone & cell phone, etc.
- ✓ To maintain office decorum, i.e. Attendance, Short leave, Usage of internet,
- ✓ Complete of any job assigned by the management of the company

02/08/2016 –04/04/2019

Accounts Officer

Abdullah Enterprises, Faisalabad (Pakistan)

Responsibilities

- ✓ Check and posting of store purchase vouchers in finance module
- ✓ Ledger reconciliation
- ✓ Preparation of cash payment / bank payment/ journal vouchers
- ✓ Preparation of withholding tax deduction data
- ✓ Bank visit for cheque for clearing/ pay order / transfer etc.
- ✓ Check the store purchase with sale tax invoice and prepared the purchase register
- ✓ Handling all cash / bank activities (receipts & payments)

EDUCATION AND TRAINING

06/09/2013–21/10/2015	MS Business and Administration (Banking & Finance) 3.11/4.00 Government College University, Faisalabad (Pakistan)
06/09/2013–21/10/2015	Master in Commerce (Finance) 62% University of Agriculture Faisalabad, Faisalabad (Pakistan)
08/08/2011–16/09/2013	Bachelor in Commerce 46% University of the Punjab, Lahore (Pakistan)
08/08/2011–16/09/2013	Intermediate (I. Com) 51% BISE, Faisalabad (Pakistan)
08/08/2011–16/09/2013	Matriculation (Science) 53% BISE, Sargodha (Pakistan)

CERTIFICATES

1. E- Commerce
Nevttac Information Technology
2. Virtual Assistant
DigiSkills
3. SAP B1 Software
GrocerApp Pvt Limited.

PERSONAL SKILLS

Mother tongue (s) Urdu

Foreign language(s) English

UNDERSTANDING		SPEAKING		WRITING
Listening	Reading	Spoken Interaction	Spoken production	
B2	B2	B2	B2	B2

Levels: A1 and A2: Basic user - B1 and B2: Independent user - C1 and C2: Proficient user

(REFERENCE WILL BE FURNISHED ON DEMAND)

