

CONTACT DETAILS

Address
Free Zone Safe
ZoneSharjah UAE
+971 54 462 3277
shaukatmanokur@gmail.com

LANGUAGES

English

Urdu

Hindi

SOFTWARE SKILLS

OPERA

MFF-Sun Finance

MICROS

EPICOR I Scale

MS Office Advance / 365

Tally Prime

PERSONAL INFORMATION

- Birth Date : 02 Sep 1987
- Nationality: Pakistani
- Passport # : AS1838601
- Marital Status : Single

SHAUKAT ALI



PROFESSIONAL EXPERIENCE

Feb ‘2022 –present
Sales Executive cum Procurement Officer.
Forpack Industries FZE.
Sharjah UAE

- SAIF Zone Documentation works & Follow ups like BOE, Transport, Import/Export Documents.
- Segregating and Goods Packing and Batch Code verifying and recording
- Tally data entry including sales, purchase, receipts, payments, bank reconciliation statement, and preparation of debtors / creditors statements.
- Publish financial statements in time
- Handle monthly, quarterly and annual closings
- Reconcile accounts payable and receivable
- Ensure timely bank payments
- Compute taxes and prepare tax returns
- Manage balance sheets and profit/loss statements
- Submitting annual tax returns

Sep 2011 – Nov 2021. Purchase Officer/ Accounts Officer
Serena Hotel
Karimabad Hunza.

- Maintain updated records of purchased products, delivery information and invoice
- Monitor stock levels and place orders as needed
- Coordinate with warehouse staff to ensure proper storage
- Handle monthly, quarterly and annual closings
- Manage balance sheets and profit/loss statements
- Report on the company’s financial health and liquidity
- Audit financial transactions and documents



ACADEMICS / STUDIES

Jan ‘2009 – Dec 2010 University of Karachi
MCS Masters in Computer Sciences

Jan ‘2006 – Dec 2008 University of Karachi
BSc Bachelor of Sciences

