

**Rizwan Zafar**

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SEX: MALE | DATE OF BIRTH: 21/02/1989

WORK EXPERIENCE

May 2022 – Present

Yamaha Motors Pakistan - Accountant**FOCUSED:** Prime Responsibilities,

- Provides financial information to management by researching and analyzing accounting data; preparing reports.
- Prepares asset, liability, and capital account entries by compiling and analyzing account information.
- Documents financial transactions by entering account information.
- Summarizes current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports.
- Substantiates financial transactions by auditing documents.
- Reconciles financial discrepancies by collecting and analyzing account information.
- Dealer credit control management.

09/2015 – 04/2022

Waves Plus | formerly SINGER Plus**Accounts Executive – MIS RESULT****Prime Responsibilities:**

- Prepared financial reports, including balance sheets, income statements, and cash flow statements, to provide management with up-to-date financial information.
- Coordinated 140 outlets rental agreements, including negotiation, drafting, and renewals, ensuring compliance with legal and regulatory requirements.
- Working co-ordination with national sales Manager, Area Manager and Shops Managers.
- Payroll Staff (Management & Executive Staff Head Office)
- Accurately calculate and process final settlements for employees who

are leaving the organization, including salary, benefits, accrued leaves, and any other applicable entitlements.

- Analyzing remittance and sales report by using company's software according to company's strategy.
- Handling financial matters of installment sales.
- Internally audit 16 outlets of singer Pakistan located in Sahiwal and Rahimyarkhan.

02/2014 –05/2015

Muhammadi Engineering Hot Dip Galvanizing

Assistant Accounts Officer

Prime Responsibilities

- Prepared financial reports, including balance sheets, income statements, and cash flow statements, to provide management with accurate and timely financial information.
- Conducted payroll processing for employees, ensuring compliance with relevant payroll laws and regulations.
- Coordinated with HR to ensure accurate employee data and seamless integration between payroll and HR systems.
- Post JVs in SIMS for Salary and Travelling Expense. Maintain Warehouse's expenses and receipts reports.
- To check and verify Warehouse Transporter Bill and Hand Over to Accounts Department for Further Process.
- Maintain monthly Fuel Expense Reports of Head Office Employee.

EDUCATIONAL

01/2009 --05/2015

Bachelor of Commerce AT University of Karachi

- Principles of accounting.
- Statistics and Business Math.
- Economics Analysis and Policy.
- Business Communication.
- Advance Accounting.

04/2008

Board of Intermediate

Pre-Engineering

03/2006

Board of Secondary Education

Science Group

CERTIFICATIONS

05/2015

Advance Computerized Accounting AT Memon Industrial & Technical Institute

05/2009

Advance MS Office AT IQ Concepts Pass & Technical Institute

DIGITAL SKILLS

- Freelance and Graphic Designing
- SAP Business one
- Microsoft Dynamics 365 Business
- Oracle

ACHIEVEMENTS

2018 – 2019

Best Supportive Award for Results MIS

PERSONAL SKILLS

LANGUAGES

Englisch

A2

German

A1

Urdu

Native languages