

HafizMohammadShahzad

An energetic accounting professional worked the Education industry with a bachelor's degree in accounting. I have an experience in validating costing computer accounting software such as Peachtree ,Tally and Busywin. To Workina Competitive organization in order to unelas hand enhance my hidden abilities to develop my carrier through serving the organization.

EXPERIENCE



JFHOME(Furniture&Interiors)

1stMarch2021toContinue

Position:Accounts & Production

Responsibilities:

- Managing and keeping accurate records for all daily transactions.
- Reconciling daily,monthly and yearly transactions
- Purchasing of equipment's,office supplies and dealing with vendors in outsource
- SAP software
- Unit Product Costing In SAP software
- Vendors Ledger Maintain
- Daily Purchasing Entry Posted
- Delivery Challan In Daily Routine
- Good Issue Book Maintain in Daily Routine
- Monthly inventory Stock Report Maintain
- Update All the Local & vendors Account for the Payment of Weekly Basis
- Preparing the Payment List of the Vendors On Weekly Basis
- UpdatethePicsIntoSAPPicsFoldersoftheNewModelsIncludingFinishedandStructures
- Create the Production Orders in the System against the Physical Production
- Request Order Receive from the Sales Department
- CeateNewItemCodesifRequiredafterCheckingtheSystem
- Updating the Sign Board Handover them to Production Supervisors to mention in the Production List

Magnet Home (Furniture&Interiors)



November 2019 to March 2021

Position:Accounts&Finance Officer

Responsibilities:

- Managing and keeping accurate records for all daily transactions.
- Reconciling daily,monthly and yearly transactions
- Reconcile the general and bank statements ,establish and maintain supplier accounts.
- Resolve financial disputesraised by the customer service.
- Responsible of incoming & outgoing cash and cheques.
- Purchasing of equipment's, office supplies and dealing with vendors in or outsource.
- Responsible deposit of Cash and Cheque.
- Performs miscellaneous job-related duties as assigned
- Bank Reconciliation Month wise
- All out door working Related to Accounts
- Cash Book & Bank Book
- Payroll Working

ZAB ATELIER (Furniture&interior`s)

October 2014 to May 2019

Position:Accountant

Responsibilities:

- Managing and keeping accurate records for all daily transactions
- Cash Book, Bank Book
- Maintain Ledger for All Supplier, Labor & Customer
- Responsible of incoming & outgoing cash and cheque
- Payroll Working
- Stock Maintain & Cross Checking for Physical Reconcile For Software
- Bank Reconcile Month wise
- All out door Work Related to Accounts
- Responsible for Deposit Cash and Cheque
- Maintain Unit Product Costing

July 2019 to September 2019 (Euro Food Industries & Modern Plastic Industry KEPZ)



Position: Accounts Officer

Responsibilities:

- Cash Book & Bank Book
- Bank Reconciliation
- Maintain Ledger for All Supplier, Labor & Customer
- Managing and keeping accurate record for all daily transaction
- Payroll Working



Sheikh Abdul Ghaffar Kabab House (BarBQ)

March 2012 to Continue

Position: Till Operator & Parttime Accountant

Responsibilities:

- Maintain Ledger for All Supplier, Labor & Customer
- Managing and keeping accurate record for all daily transaction
- Payroll Working
- All Till Machine Operate Casio Software, Uniwell Software, RMS Software

United King Baker's(The Food Kingdom)



March 2012 to March 2013

Position: Assistant Internal Auditor

Responsibilities:

- All branches internal audit
- Time Sheet Audit
- Salary Sheet Audit
- Challan Book Audit
- Overtime Sheet Audit

NGO SCOPE (Society for Conservation Protection of Environment)



April 2011 to Feb 2012

Position: Assistant Accountant

Responsibilities:

- All Voucher Work
- Daily Routine Email Checking & Reply for Email
- Maintain Ledger

Loving Leather(Tannery)



Jan 2010 to March 2011

Position: Assistant Accountant

Responsibilities:

- Stock Enter into Ledger
- Expense Report
- Payroll Work
- Other Accounts Work

QUALIFICATION

- Bachelor's in commerce (B.Com) From Allama Iqbal Open University 2024
- Intermediate with Commerce from board of intermediate education Karachi 2008
- Metric with science from Board of secondary education Karachi .2006

SKILLS

- Having good command in MSOFFICE
- Computerized Accounting Course (Including Peach Tree, Tally, Quick Books, Advance Excel & Busy win)
- Having good command on MSExcel
- Computer Manipulating (Hardware & Software).
- Internet searching & serving
- Diploma Information Technology
- 3-Months English Language Course

PERSONAL INFORMATION

| | |
|----------------|--|
| Nationalty: | Pakistani |
| Marital Status | Married |
| Father's Name: | Sher Mohammad |
| Contact Number | 0092-344-2759176 |
| Email Address: | shahzadzab@gmail.com |
| Date of Birth: | 19-Jan-1990 |
| CNIC Number: | 42301-1292493-7 |
| Domicile: | Sindh |
| Home Address: | C/2-48 Akhter Colony Colony Near DH A Phase 1, Karachi |

REFERENCES

Furnished upon request.