



# SAMEER SHEIKH

## ACCOUNTANT MANAGER

### ABOUT MYSELF

Accounting Assistant with 2 years of experience organizing finance by preparing and managing budget, forecasting, payroll, accounts payable and receivable. Expertise in processing payments and payroll. Experienced in inventory management and order fulfilment. Detail-oriented with focus on delivery accurate work on time.

### EXPERIENCE

#### OPERATION MANAGER-BAGGY BEANS (2018-2023)

- \* Managed effective stock rotations to balance inventory of entire product range
- \*Creatively designed day to day customized orders based on customer's requirements
- \*Provided top record quality control resulting in reduced downtime and maximized revenue with effective waste reduction
- \*Monitored and reviewed Baggy Beans' operational performance through proactive forecasting and procurement of supplies

**(2016-2018)**

#### INVENTORY MANAGER & ACCOUNT OFFICER

##### WELLS PAPER PRODUCTS

- \*through efficient forecasting and planning
- \*Ensured availability of stocks in warehouses and timely dispatching of orders
- \*Maintained financial records, invoices and payroll accounts files
- \*Facilitated production team in managing orders and to avoid stock out

**(CURRENT WORK)**

#### OFFICE ADMIN AT MARKSTYROPORE INVENTORY

Coordinating office activities and operations to secure efficiency and compliance to company policies. Supervising administrative staff and dividing responsibilities to ensure performance. Keep stock of office supplies and place orders when necessary.

### EDUCATION

**B.Com-Karachi University (IN PROCESS)**

**Intermediate-Govt. Comprehensive College**

**Matric-Govt. Comprehensive High School**

### MY CONTACT

#### Phone

03352093693

#### WHATSAPP

03352093693

#### EMAIL

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#### ADDRESS

Plot No Ls-30 Block 9  
F.B Area Karachi

### SKILLS

- Communication Skills
- Data Entry
- Inventory Management
- Record Management
- Stock Quality
- Assurance Supplier Management
- Time Management
- Quality Management
- Payroll

### COURSES

- ADVANCE EXCEL
- MICROSOFT EXCEL
- MICROSOFT WORD