

Shamroz Akram

Date of birth: 30/08/1996 | **Nationality:** Pakistani | **Gender:** Male | **Phone number:** (+92) 3238169748 (Mobile) |

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ABOUT ME

I thrive on the challenge of optimizing financial processes and workflows, ensuring that every transaction is meticulously recorded and analyzed. By harnessing the power of technology, I strive to not only streamline day-to-day operations but also to uncover valuable insights that drive strategic decision-making. I firmly believe in the power of collaboration and communication. Whether it's working closely with team members to implement new software solutions or presenting financial reports to key stakeholders, I prioritize clear and effective communication at every step.

LANGUAGE SKILLS

Mother tongue(s): **URDU**

Other language(s):

| | UNDERSTANDING | | SPEAKING | | WRITING |
|---------|---------------|---------|-------------------|--------------------|---------|
| | Listening | Reading | Spoken production | Spoken interaction | |
| ENGLISH | B2 | B2 | B2 | B2 | B2 |

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

EDUCATION AND TRAINING

2015 – 2017 Lahore , Pakistan
B.COM Punjab University Lahore

2013 – 2015 Lahore , Pakistan
ICS Govt.Degree College For Boys Township Lahore

2011 – 25/07/2013 Lahore , Pakistan
SSC The Islamic Public High School For Boys

WORK EXPERIENCE

2022 – CURRENT Lahore , Pakistan
ACCOUNT ASSISTANT ARMAN TRADER

I handle various tasks aimed at supporting the financial operations of the organization. This includes reconciling accounts, processing invoices and expenses, assisting with payroll, and generating financial reports. Additionally, I may liaise with clients or vendors, maintain accurate records, and assist in budgeting and forecasting processes. My responsibilities also involve staying updated on relevant accounting regulations and software tools to ensure efficiency and accuracy in all financial transactions.

01/03/2022 – 30/04/2022 Lahore , Pakistan
INTERNEE WAPDA HOUSE

I assisted with data analysis, administrative tasks, and project initiatives, gaining valuable insights into energy management and administration.

2021 – 2023 Lahore , Pakistan
BRANCH MANAGER HAFIZ CASH AND CARRY

At the forefront of my responsibilities is the seamless management of day-to-day operations. From orchestrating sales strategies to coordinating inventory management and logistics, I ensure that every aspect of our branch's functioning aligns with our overarching objectives.

● **DIGITAL SKILLS**

Digital Skills: Digital Marketing | Social Media / Social Network | Strong Time Management | MS office