

## Usman Zafar

Village Khalo P.O. Box & Tehsil Ghazi District Haripur K.P.K Terbala Dam.  
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### PERSONAL INFORMATION:

Father's Name : Zafar Hussain  
Date of Birth : 23<sup>th</sup> May, 1990  
CNIC No : 13301-3293618-5  
Domicile : Haripur (KPK)  
Marital Status : Married  
Religion : Islam  
Permanent Address : Village Khalo P.O. Box & Tehsil Ghazi District  
Haripur K.P.K Terbala Dam.



### OBJECTIVE:

To join a dynamic and progressive organization offering sample opportunities for diversified exposure, enhancement of professional skills and career growth with application to work devotedly with an organization where I may get a chance to express my capabilities and qualifications.  
To seek a challenging position in area of **Accounts, Admin & Human Resource** in a progressive and demanding organization where I can apply my expertise and learn new skills.

### ACADEMIC QUALIFICATION:

Education	Year	Institution
MBA 3.5 (Finance)	2012 - 2015	Federal Urdu University Art Science & Technology Islamabad.
B.com (IT)	2008 – 2010	University of the Punjab, Lahore.
F.A (Humanities)	2006 – 2008	Board of Intermediate and Secondary Education Abbottabad.
Matriculation (Science)	2004 - 2006	Federal Board of Intermediate & Secondary Education Islamabad.
ACCA (Continues)	2010 - 2011	Passed Knowledge level. F1, F2 & F3.

### COMPUTER SKILLS:

SAP (Financial) R3	QuickBooks
MS Word	MS Power Point
MS Excel	Emailing, Internet & Skype

### PERSONAL SKILLS:

Course/ Training Title
Diploma of Auto CAD Draftsman from 01-01-2008 to 31-12-2008
IELTS October (2014)
Ability to work with a Team
Working knowledge of day-to-day transaction
Ability to work independently & under pressure

## MANAGEMENT SKILLS:

### Events Organized/Participated

Organized different seminars, events at university.
Worked with EDI (Entrepreneur Development Institute) in projects.
Startup Expo 2015.
Jung Educational Expo 2015.
LCL 2015.
Youth Talent Expo 2015.
Express Educational Expo 2015.

## PROFESSIONALEXPERIENCE:

**Employer** : Grayson & MO Ltd  
**Position** : Client Accountant  
**Period** : Apr 2024 to till Dated  
**Station** : Islamabad

### JOB DESCRIPTIONS

1. Company's accounts preparation and submission to Companies House & HMRC.
2. VAT returns preparation and submission.
3. Bank analysis for company's accounts.
4. Personal tax returns preparation and submission.
5. Monthly and weekly payroll processing.
6. Pension submission on NEST.
7. Company Creation.
8. Confirmation Statement Filling.
9. Company Declaration Filling.

**Employer** : Asmat & Co. Accountants  
**Position** : Accountant  
**Period** : Oct 2021 to Mar 2024  
**Station** : Islamabad

1. VAT returns preparation and submission.
2. Bank analysis for company's accounts.
3. Personal tax returns preparation and submission.
4. Monthly and weekly payroll processing.
5. Pension submission on NEST.
6. Company's accounts preparation and submission to Companies House & HMRC.
7. Company Creation.
8. Confirmation Statement Filling.
9. Company Declaration Filling.

**Employer** : Velosi Integrity & Safety Pakistan (Pvt) Ltd  
**Position** : Admin, HR & Store Executive  
**Period** : August 2020 to Oct 2021  
**Station** : Islamabad

### JOB DESCRIPTIONS

1. Issuance of staff ID card, employee visiting card.
2. Enrollment of new employees in EOBI.
3. Verification of HR related bills in accordance with their entitlements.
4. Verification of attendance, leaves, time sheets.

5. Logistic support to field inspection staff, road and air ticket booking.
6. Procurement of Fixed assets, office equipment and inspection equipment.
7. Arranging to enroll Life insurance, Health insurance Of Employees.
8. Issue of equipment and other PPE'S to field staff.
9. Re-collect the issued items from field staff.
10. Maintaining Gate pass record on daily basis.
11. Provide logistic to field and office staff including managerial authorities.
12. Stock Inventory
13. Consumable Record
14. Updating Phone Book Log
15. Updating TCS Log Register (Dispatch & Received)
16. Procurement (Local Purchase), office equipment and inspection equipment.
17. Updating Stock Inventory Register
18. Maintaining Gate pass record on daily basis.
19. Updating Check List (daily office cleaning checking)

**Employer** : TUV South West (Pvt) Ltd  
**Position** : Accountant  
**Period** : DEC 2019 to MAY 2020  
**Station** : Rawalpindi

#### **JOB DESCRIPTIONS**

1. Cash in Hand Report
2. Follow-up of Collection from Customer
3. Sending emails to customers for collection and call them Petty cash handling for office/ project expense updating cash register.
4. Completing all supporting documents of expense and mentioning all details on it
5. Generation and submission of Customer Sales Invoice
6. Updating Sales Invoice in Sales Register, AR Register, Services Sales Tax Register, WIP reversal and Keeping Hard and Soft Copy of Sales Invoices
7. Sending all Customer Sales Invoices to AD office weekly
8. Sending all Sales invoices to AD office on month closing
9. AR Report (Expected date of collection)
10. for follow-up
11. Deposit of collection from Customer in Bank
12. Updating collection in AR Register and Customer Collection Register and Keeping Record of Bank Deposits in Soft and Hard
13. Sending Collections from Customer to AD Office along with its reconciliation
14. Payroll
15. Preparation of Payroll (Permeant)
16. Preparation of Payroll (Contractual)
17. Sending Payroll to AD with all documents, and updating Tax Accumulation Sheet
18. Preparation and proceeding of FnF of resigned employees
19. Review of Payment Plane before send to AD Office
20. Review of Vendor Register Register and Cheque Log Sheet
21. Follow-up for Timely Payment of Vendor to AD office and giving clarifications
22. Follow-up for Petty Cash to AD office and giving clarifications
23. Posting of Petty Cash reimbursement in SAP respective G/L
24. Update Reimbursement of Petty Cash & Revolving Fund in Petty Cash Register
25. Keeping record of Fund Transfer in Hard File
26. Review of FBR-Income Tax & Sales Tax PSID
27. Collection of PO from bank sending copy to AD office
28. Staff Claims
29. Maintaining of OPD medial entitlement register.
30. Sending monthly staff Claims to AD
31. Bank Guarantee
32. Preparation B/G application form, sending request to AD
33. Collection of B/G and maintaining receiving

34. Bid Bond Register maintaining with B/G & PO
35. Cancellation of PO by sending request to AD and then submission of let term to Bank keeping record

**Employer** : Velosi Integrity & Safety Pakistan (Pvt.) Ltd.  
**Position** : Accountant  
**Period** : JULY 2018 to DEC 2019  
**Station** : Islamabad

### **JOB DESCRIPTIONS**

1. Petty cash handling for office/ project expense updating cash register
2. Day to day reporting and clarification to Abu Dhabi (AD) accounts.
3. Completing all supporting documents of expense and mentioning all details on it
4. Generation and submission of Customer Sales Invoice
5. Updating Sales Invoice in Sales Register, AR Register, Services Sales Tax Register, WIP reversal and Keeping Hard and Soft Copy of Sales Invoices
6. Sending all Customer Sales Invoices to AD office weekly
7. Sending all Sales invoices to AD office on month closing
8. Generation of Intercompany Sales Invoice
9. Recording I.C invoice in Sales Register & WIP reversal and Keeping Hard and Soft Copy of
10. I.C Invoices
11. Sending all I.C Sales Invoices to AD office weekly
12. Sending all I.C Sales invoices to AD office on month closing
13. Generation of Debit Notes
14. Updating Debit Notes in Sales Register and Keeping Hard and Soft Copy of Debit Notes
15. Sending Debit Notes to AD Office
16. Generation of Credit Notes
17. Updating Credit Notes in Sales Register and Keeping Hard and Soft Copy of Credit Notes
18. Sending Credit Notes to AD Office
19. Preparation, Sending and recording of monthly WIP
20. Preparation of Local WIP sheet, updated AD office WIP sheet with reversal and new WIP, updating WIP ins Sales Register
21. Trending Report
22. AR Report (Expected date of collection)
23. E & I HR Report
24. Cash in Hand Report
25. Follow-up of Collection from Customer
26. Sending emails to customers for collection and call them for follow-up
27. Deposit of collection from Customer in Bank
28. Updating collection in AR Register and Customer Collection Register and Keeping Record of Bank Deposits in Soft and Hard
29. Sending Collections from Customer to AD Office along with its reconciliation
30. Payroll
31. Preparation of Payroll (Permeant)
32. Preparation of Payroll (Contractual)
33. Sending Payroll to AD with all documents, and updating Tax Accumulation Sheet
34. Preparation and proceeding of FnF of resigned employees
35. Review of Payment Plane before send to AD Office
36. Review of Vendor Register Register and Cheque Log Sheet
37. Follow-up for Timely Payment of Vendor to AD office and giving clarifications
38. Follow-up for Petty Cash to AD office and giving clarifications
39. Posting of Petty Cash reimbursement in SAP respective G/L
40. Update Reimbursement of Petty Cash & Revolving Fund in Petty Cash Register
41. Keeping record of Fund Transfer in Hard File
42. Review of FBR-Income Tax & Sales Tax PSID
43. SALT
44. Giving SALT approval of employees claims (TA/DA) and posting on SAP taking print
45. Addition of New employees and deactivation of resigned employees in SALT
46. S2B

47. Preparation of CSV file and uploading of Fund, Pay Orders and Payroll of VISP (ISB)
48. Collection of PO from bank sending copy to AD office
49. Staff Claims
50. Maintaining of OPD medial entitlement register.
51. Sending monthly staff Claims to AD
52. Bank Guarantee
53. Preparation B/G application form, sending request to AD
54. Collection of B/G and maintaining receiving
55. Bid Bond Register maintaining with B/G & PO
56. Cancellation of PO by sending request to AD and then submission of letter to Bank keeping record
57. Review of commercial proposals.
58. Preparation of PnL (General)
59. Review & verification of Vendors/ supplier's invoices.
60. Involvement in Forecast maintaining record
61. Involvement in Annual Budgeting maintaining record

**Employer** : Velosi Integrity & Safety Pakistan (Pvt.) Ltd.  
**Position** : Assistant Accountant  
**Period** : JAN 2018 to JULY 2018  
**Station** : Islamabad

#### **JOB DESCRIPTIONS**

1. Sending Payment Plane of expenses to AD office.
2. Posting of Vendor invoices, updating Vendor Invoices in vendor register and keeping record in soft & Hard of all Vendor invoices.
3. Petty Cash expense posting in SAP Cash Journal.
4. RF expense posting in SAP cash Journal.
5. Preparation of payment plane, signing, scanning and recording of payment plane.
6. Disbursement of Cheques to vendor.
7. Updating Vendor Cheques in Cheque log sheet & Vendor register and keeping record of vendor receiving in soft and hard by maintaining separate files.
8. Update PV registers (Paid Voucher).
9. Keeping record of all paid Vouchers in soft and hard.
10. Generation & Submission of FBR-Sales Tax & Income Tax PSID.
11. Extraction of Vendor Tax Deduction Certificate from FBR Portal.
12. Uploading SST Returns (KPRA & ICT) on respective portals.
13. Preparation of PnL (Projects).

**Employer** : Taj Syringes (Pvt) Ltd.  
**Position** : Assistant Accountant  
**Period** : JULY 2016 to JULY, 2017  
**Station** : Gadoon Industrial State K.P.K

#### **JOB DESCRIPTIONS**

1. Maintaining Daily Book – Daily cash receiving and expense handling (petty cash).
2. Maintaining PnL Statement/Account (Profit & Loss) on monthly basis.
3. Maintaining Expense ledger- Putting expense heads in the expense ledger.
4. Salary sheets- Maintaining salary of daily wagers, production & admin staff on M.s Excel.
5. Maintaining Advance register on daily Bases
6. Maintaining daily attendees in hard.
7. Maintaining Bank Book on daily bases.
8. Purchase Ledger-Maintaining & Recording purchase invoices in the ledger.
9. Posting of Vendor invoices, updating Vendor Invoices in vendor register and keeping record in soft & Hard of all Vendor invoices.
10. Maintaining GRN (Good receive note) Book on daily bases.
11. Sales Ledger- Maintaining & Recording Sales invoices in the ledger.
12. Preparing Sales Invoices.
13. Preparing Gate passes.

14. EOBI Sheet Maintaining (Employee old age benefit Institute).
15. ESSI Sheet Maintaining (Employee social Security Institute).
16. Disbursement of Cheques to vendor.
17. Updating Vendor Cheques in Cheque log sheet & Vendor register and keeping record of vendor receiving in soft and hard by maintaining separate files.

**Employer** : Delta Web Services.  
**Position** : Admin Officer  
**Period** : 2015 to 2016  
**Station** : Karachi

#### JOB DESCRIPTIONS

1. Maintaining salary sheets.
2. Maintaining attendee's sheets.
3. Prepare regular reports on expenses and office budgets.
4. Answer the queries by employees and clients.
5. Prepare reports and presentations with statistical data, as assigned.
6. Update office policies as needed.
7. Approved the new candidates
8. Customer problem handling.
9. Customers Feedback.

#### LANGUAGE PROFICIENCY:

Language	Read	Write	Speak
Urdu	√	√	√
English	√	√	√
Punjabi	√	√	√

#### REFERENCE:

- ✓ Will be furnished on demand.