

Muhammad Shehzad

Accounting, Finance & Administration Job
5 Years Working Experience in Saudia Arabia & Pakistan
Bachelor of Business Administration
Oracle ERP, Peach-Tree, Tally ERP 9 & MS Office
00971 – 583072174
Dubai, United Arab Emirate
mshehzadwarble@gmail.com
Visit Visa Status: 21 April 2020



Summary of Career

- A strong communicator with splendid interpersonal skills, in-depth knowledge of Oracle-ERP, Peach-Tree & Tally ERP 9 from last 5 years working experience In Saudia Arabia & Pakistan.
- Prepare weekly & monthly bank reconciliation, Customer reconciliation & petty cash reconciliation
- Post and process data entries to ensure all business transactions are recorded
- Handle cash flow statement on daily basis
- Managed financial information, coordinating with other accounting staff
- Proficient in the use of MS Excel & MS Word.
- Excellent communication skills, both verbal and written.
- Experience in leading a team.

Achievements

- Reduced paperwork 60% by Converting data on Word Excel for making Dealers Incentives.
- Provide the information to the sales team & the Management to improve the sales of the company.

PROFESSIONAL EXPERIENCE

ALLAH DIN GROUP OF COMPANIES, Pakistan

(Warble Pvt. Limited)

Worked as “**Accountant**”, August 2017 –January 2020

Responsibilities

- Working on ERP from August 2017 to Jan-2020.
- Managed financial information, coordinating with other accounting staff.
- Managed and promoted business relationships with new and existing customers helping company increase sales and revenues.
- Reviewed financial documents, purchases orders, vouchers, and invoices.
- Briefed management on financial activities, transactions, and financial records.
- Maintain advance payments to employees, Sales officer's expense posting in their accounts monthly.
- Posting dealers & sales staff monthly, Quarterly & Years End Incentive.
- Prepared reconciliation statements of accounts and all others tasks related to accounting; reconciled all active accounts payable as well as maintained monthly accounts payable report (automated in system) within the established accounting guidelines.



The First Arabian Max for General Contracting Company (Jeddah, Saudia Arabia)

Worked as “**Assistant Accountant**”, 10 May 2016 to July 2017



Responsibilities

- Process payments and financial documents such as invoices, statements, and vouchers.
- Prepare accounting reports to the management accountant to update them on company financial progress.
- Maintain useful financial information regarding the Working project.
- Gathering Information about the Project & making Cash forecasting on that.
- Oversee the collection, deposit, and reconciliation of bank funds and accounts.

Al Shafi group of companies Lahore

(Ittefaq Sons (Pvt) Limited), Lahore

Worked as “**Cashier Accountant**”, November 2014 - May 2016



Responsibilities

- Working On Peach-tree software to maintain all accounting Payment vouchers.
- Making Cash Statement on daily Basis & Report to Accounts Manager.
- Visit to Bank for Deposit or Withdraw cash from there.
- Did other works assigned by Accounts managers from time to time
- Prepare Cash demand report weekly and monthly form the head office.
- Monthly payroll functions for employees
- Making Bank Reconciliation statement monthly.

PROFESSIONAL Qualification

Institute of Southern Punjab, Multan-

Bachelor of Business Administration (Hons)

Accounting & Finance

Certificate

Tally-ERP 9 (Financial Accounting & Controlling) – Institute of Network & System Administration, **Pakistan** (15 October 2019 to 30 November 2019)