

KABEER ATTA



OBJECTIVE

To get growth-oriented job in a professional environment that provides learning opportunities and offers a chance to utilize my core competence.



ADDRESS

155-A Abdalian
Society near Shaukat
Khanum Hospital,
Lahore
Pakistan



PHONE

0304-6059194



EMAIL

kabeeratta2000@gmail.com

EXPERIENCE

DEPUTY MANAGER ACCOUNTS AND FINANCE (1 YEAR EXPERIENCE)

S.J STEELS RE-ROLLING MILLS
(December 2022- Ongoing)

- Manage Inventory sheets of finished goods, semi- finished good, By-Products and reconcile them on daily and monthly basis with physical and SAP sheets.
- Physical stock take in factory of Steel bars, Billets, Scrap, Manganese and other consumables on Month end and reconciling it with SAP and manual records.
- Manage major Business partner's accounts (Total sales, Receivables, Stock etc.)
- Overview Sale and Purchase report which is generated by SAP. If there are any discrepancies will reconcile it.
- Audit of Daily Activity. Cross checking of Source Data of Sale & Purchases with Weight Report, Manual Day Book, Service report and SAP. If any discrepancies appear will make a observation sheet and share to Plant Accounts Department.
- Check on Banking Transaction on weekly basis. If transactions are posted inaccurately then will prepare Reconciliation.
- Check on Vendors Transactions on monthly basis. If any discrepancies appear reconcile it with their ledger.

ACCOUNTS EXECUTIVE (1 Year 4 Months Experience)

Global Engineering
(June 2021- September 2022)

- Preparing of Financial statements for the year.
- Preparing of inventory sheets for the month.
- Reconciliations of Banks
- Reconciliation of Vendors.
- Petty cash control

Experience of Startup

Shoes Business

About 2 years

In tenure of Covid-19

- Learn the importance of cash flow.
- Learn Facebook campaign marketing strategy.
- Deal with leopard's courier to cure the logistic issues.
- Deal with vendors for cost cutting.
- Done maximum 150,000 sale in a month.

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PERSONAL INFORMATION

Father Name: Atta Ur Rehman Khan
CNIC: 38301-0618564-9
Gender: Male
Nationality: Pakistani
Languages: Urdu, English, Punjabi, Saraki
Marital Status: Un-Married
Religion: Islam

PROFESSIONAL QUALIFICATION

Degree	Institute	Status	Passing Year
CAF (8 papers)	INSTITUTE OF CHARTERED ACCOUNTANT OF PAKISTAN	PASS	2022
AFC (4 papers)	INSTITUTE OF CHARTERED ACCOUNTANT OF PAKISTAN	PASS	2018

EDUCATION

Degree	Institute	Grade	Passing Year
B. Com	Allama Iqbal Open University, Islamabad	Results awaiting	
F.SC	ABDUL RAZZAQ FAZAIA COLLEGE M M ALAM, MIANWALI	C	2016-17
Matriculation	ABDUL RAZZAQ FAZAIA COLLEGE M M ALAM, MIANWALI	A	2014-15

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SKILLS

- SAP Business One
(Worked on SAP B1 for about one year in a reputed Steel Manufacturing industry named SJ Steels Re Rolling Mills)
- Microsoft Word (Intermediate level)
- Microsoft Excel (Intermediate level)
- Microsoft PowerPoint (Intermediate level)
- Active person, Hardworking, Willing to learn
- Good at typing
- Strong work ethics

HOBBIES

- Gardening
- Manage my Online Store
- Progressive Farmer

REFERENCES

Will be furnished upon Request.