

AMIR SHAHZAD

Admin &Accounts Officers



+92.301.8903659



amirshahzas1990@gmail.com



Charsada Road, Peshawar, Pakistan

Summary

- Managing Payroll Accounts
- Store and Purchase Accounts
- Sales Accounts
- Managing Purchases
- Banks and FBR visits
- EOBI and ESSI contributions and Payments
- Managing Time Office and Leave Adjustment
- Making Payments to Suppliers
- Income Tax and Sales Tax filling on FBR website
- Mainting Fixed Assets Registers
- Reporting To Chief Exective
- Dealing with insurance companies (Building, Stock, vehicles, Group Life)

Skills


Accounting Concepts | Accounting Skills | Budgeting | Coordination Skills | ERP Software Command | Export Development | Financial Accounting | Foxpro | Funds Management | Inventory Accuracy | Microsoft Excel | Problem Solving | Report Writing | Structural Draft | Team Management | Time Management

Experience

Oct 2017 - Present  **Admin &Accounts Officers**
Khazana Sugar Mills Charsadda Road peshawar, Peshawar, Pakistan

Feb 2016 - Sep 2017  **Accounts Assistant / Accounts Intern**
KAWSAR PIPES, Peshawar, Pakistan

Education

2014  **Iqra University**
Bachelors in Business Administration
Business Administration, Financial Accounting
CGPA: 3.3/4

Languages

Urdu
Intermediate

English
Intermediate

