

Residence:

Haryana payan
Near Khazana sugar mills
Charsadda road Peshawar
Email: Amirshahzad@yahoo.com
Cell: 0301 8903659



Amir Shahzad

Objective:

Looking for a challenging career in an organization where I can use my efforts to the best of my ability and where my education, specialized proficiency and capability would be valuable to the growth of organization and myself.

Personal:

Fathers Name:	Safir Gul
Date of Birth:	7 th Feb, 1990
Religion:	Islam
N.I.C No:	17301-9056072-1
Marital Status:	Married
Domicile:	Peshawar, Pakistan

Education:

July, 2014

BBA (Bachelors of business Administration)
Department of Business Administration, Iqra
University Karachi (Peshawar campus).

July, 2009

Intermediate in D.com (Accounts group)
Islamia Institutes of Business & Management sciences Eid Gah
road Peshawar

July 2006

Matriculation (Science)

Govt higher school No 1 Peshawar city

Major Courses:

Cost Accounting, Financial Accounting, Managerial Accounting,
Operation Management, Financial Management, supply chain Management, Case
studies in Finance, Financial markets.

Professional Experience:

- Working as Audit & Accounts **Officer** in **Khazana Sugar Mills (PVT) LTD**
13 km Charsadda Road Peshawar from October 2018 up to date.

Job responsibilities

i. Managing Payrolls

- Gross Salaries
- Allowances & Overtimes
- Deduction of Utilities & Income Tax
- Handling EOBI & ESSI Contributions & Payments
- Preparing Income Tax Challan & CPR'S
- Preparing vouchers & Cheque for Salary payments

ii. Handling Store & Purchase Accounts

- Posting of Goods Receiving Report (GRR)
- Posting of Store Requisitions Slips (SRS)
- Making journal Voucher's of Suppliers
- Making Payments to Creditors
- Making Store consumption Monthly Quarterly etc
- Managing Inventory Control Computer Program
- Making Details for Year Ending Financial Audit of Consumption & Receipts of Store

iii. Handling Sales Accounts

- Posting Daily Production Report
- Making Sales Tax Invoices
- Making Sales Vouchers
- Making Receipt Vouchers of Debtors
- Managing Sales Control Computer Program
- Making Details for Year Ending Financial Audit of Sales & Receipts
(Sales Invoice wise, Party wise, Monthly wise etc)

iv. Miscellaneous Responsibilities

- Dealing of Insurance Companies
- Banks Visits (Cheque Deposits , Cash Deposit, Online Transactions etc)
- Managing Time Office Activates(Attendance ,Leave, Overtime, Short Hours Adjustment etc
- Making cash Payment & Cash Receipts Vouchers

Additional Computer Courses:

- Quick Book
- MS Office
- In page

Success factors:

- Excellent planning Skills.
- Good Interpersonal & Communication Skills.
- Ability to adjust and work in tough working environment and learns quickly.
- Helping in implementation of company rules and policies.

Languages:

	SPOKEN	WRITTEN
English	Good	Excellent
Urdu	Excellent	Excellent
Pashto	Excellent	Excellent