

# ANUM AYAZ

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## PROFILE

Diligent and resourceful professional with more than 18 years of experience, who consistently streamlines the assignments by utilizing expertise that meets client's needs, To work at the post of an Accounting assistant and enhance my knowledge of accounting with practical.

## QUALIFICATION

Master's in Business Administration (Finance) completed with 3.5 CGPA	2018
Institute of Business & Technology. (ILMA University)	
Bachelors of Commerce	2009
University of Karachi	
Diploma of Associate Engineering (Secretarial Technology) for Women	Govt. Polytechnic Institute 2003

## JOB EXPERIENCE

### Pv360 The Solar Expert

Feb 2022\_ till to date

#### Accounts Executive

- To record and maintain Journal Ledger with fully bank and cash reconciliation on daily basis.
- Received and Issue all types of payments through cash / Cheque paid to Supplier / venders and received Payment from client maintain record and issue vouchers.
- To record and maintain petty cash record and utilize cash for office use and other office expenses.
- To prepare Payroll for the employee salary record and Distribution of Salary and received voucher with employees.
- To maintain employee data such as advance and Loan
- To Prepare company registration documents with
- To maintain vender's payment status and also maintain Vender's leadger □ To prepare and maintain project cost sheet as per cash utilize □ To prepare all invoices P.O's and Quotation and follow up payments.
- To resolve all the queries of the clients regarding invoice /payment/ sales tax/ income tax with the help of management.
- Maintain Receivable Report and Payable report on daily basis and follow up for recovery of payments from parties.
- Prepare customer Statement as required.
- Follow up of all correspondence regarding outstanding payment with parties on phone and emails.
- To maintain office assets record
- To prepare 100% Bank and Cash Reconciliation Statement on every month
- Misalliances works given by director and CEO

## **Abbas Steel Group**

**May 2016– Nov 2021**

### **Sales Executive (Debtors & Recovery)**

- Making Delivery order's and take approvals from Higher Management of all ASG Group i.e (AEIL, ASIL,AML, AASL)
- All Sauda's Reconcile on daily basis as per payment received and dispatch details.
- Prepare Sauda Report as following sheets prepared o Cumulative dispatch summary o Daily dispatch report Sauda Report of all ASG Group i.e. (AEIL, ASIL, AML, AASL)
- Preparing daily dispatch schedule and manage the day-to-day activities of a sales team in orders to implement to the organization and send to director.
- Follow up of all correspondence regarding outstanding payment with parties on phone.
- Follow up old credit balance and send to intimation letter to parties and corresponding regarding refund to parties
- Prepare Daily Sales Report as per dispatch and Delivery Order issued.
- Maintain MIS report on daily basis of ASG Group and recovery of payments from parties.
- Prepare customer Statement as required.
- To use computerized software ERP and maintain record of invoices/receipts and maintain party ledger and aging report. Furthermore, reconciliation of Customers with ERP on alternate Basis.
- Excellent in performing arithmetical calculation required for handling the accounts concerned
- Take approval of Refund to parties after reconciliation with accounts department
- To control sales support activities such as collection sales customer complaints invoicing credit and cash collection to ensure that customers' orders are proceed on timely basis and collection received on time.
- To resolve all the queries of the clients regarding invoice /payment/ sales tax/ income tax.
- To record and maintain postdated cheques details and bank guarantee record in excel and also verify with accounts department.
- To check payment status at daily basis as per order received.
- Ability to communicate effectively and coordinate work with other staff members for day-to-day activities
- Misalliances works given by directors.

## **Razaque Steels (Pvt). LTD.**

**2003 – March 2016**

### **Sales Accounts - Executive**

- Arrangement of all documentation work for participation of Govt. / Pvt. organization and also ensure the timely submission of the tender documentation
- 100% parties reconciliation every month
- To use computerized software Peachtree and maintain record of invoices/receipts and maintain party ledger and aging report.
- Prepare Aging Report on every 15 days and follow up recovery of payments from parties.

- Follow up of all correspondence regarding outstanding payment with parties on phone and letters
- To prepare L/C documents and coordinate with client and bank regarding submission of documents.
- To prepare tender documents with complete relevant information also keep update registration with Govt. department.
- To check and verify invoices and challan series wise receiving copies of challan and submit in finance department.
- Every four month I have to send customer feedback to client as per ISO requirement and follow up and also arrange the data for ISO Audit in sales department
- To check invoices on daily basis and entry in DO hard copy, and update pending quantities.
- To follow up outstanding payments with parties on phone and send reminder letters to parties. □  
To resolve all the queries of the clients regarding invoice /payment/ sales tax/ income tax □  
Prepare documents of issuance and cancellation of bank guarantee to parties and keep record □  
Have been responsible for various research works on materials for several mini-documentaries.
- To do miscellaneous work given by directors and sales manager
- To record and maintain post dated cheques details and bank guarantee record in excel and also verify with accounts department.
- To check payment status at daily basis as per order received
- Receiving cheque and entry in register and prepare receipts and submit in accounts department
- To update every year office record for the firm register in Govt. department i.e. FWO/DGP
- Excellent in performing arithmetical calculation required for handling the accounts concerned
- Ability to communicate effectively and coordinate work with other staff members for day-to-day activities
- To check and maintain income tax deduction record & also coordinate with parties to collect income tax paid challan and submit in finance department with complete details.
- Follow up old credit balance and send to intimation letter to parties and corresponding regarding refund to parties

## PROFESSIONAL EXPERIENCE

- Worked as Sales Executive (Debtors & Recovery) in Abbas Steel Group in April 2016
- Worked as Sales Accounts Executive in Razaque Steels (Pvt.) Ltd. In 2003 to 2016

## INTERNSHIPS / TRAINING

- Internship as a Computer Operator in Siemens Pakistan Engineering Co. Ltd. in 2003.
- Worked as Trainee Secretary in P.I.A. Training Center in year of 2002.

## COMPUTER SKILLS

- Windows 2010 Windows XP & Windows 7 • MS. Office 2010 & 2013
- To use Internet & Email.
- Computer Typing.
- To use Computerized Journal Ledger (Peachtree 2004)

- To Use ERP System
- To use Manager Software System

## PERSONAL INFORMATION

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**Date of Birth:** 26 Feb 1985

**CNIC No:** 4210199314284

**Nationality:** Pakistani

**Religion:** Islam

**Marital Status:** Married

## REFERENCE

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☐ References will be provided upon request.