

Shahid Azeem

(Accounts officer)

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shahidazeem175@gmail.com

📅 29/09/1990: Married: Pakistani



Career Summary:

Highly detail-oriented AM Accounts with 8+ years of financial experience in managing accounting operations especially account payables cycle, account receivables, closing entries, treasury matters, risk management, inventory audit, prepare and report financial statements and conduct financial analysis according to management requirements. Worked in different fast pace and reputed corporate companies.

Work Experience:

Faisal Movers Logistics Cell (Pvt) Ltd | Logistics, Cargo, Transportation | Lahore, PK

Accountant (July-23 Present)



Responsibilities:

1. Financial Management:

- Prepare and analyze monthly Profit and Loss statements for All Branches.
- Oversee the financial aspects of the carriage contractor business for Fertilizer & Oil Companies.
- Implement financial controls and processes to ensure accurate reporting and compliance.

2. Payables & Receivable Management:

- Supervise Receivables & Payable Team on Daily Basis for Smooth Operations.
- Insure to Develop a System for Recording in the Accounts Payable (AP) System, Checking Payment Terms, Processing & Authorizing Timely.

3. Tax Compliance:

- Compile and submit monthly sales tax data, ensuring timely and accurate filings.
- Perform withholding tax calculations and submissions in accordance with relevant regulations.
- Stay updated on changes in tax laws and regulations affecting the business.

4. Insurance Management:

- Coordinate and manage arrangements for vehicle insurance to protect company assets.
- Ensure timely renewal of insurance policies and address any claims efficiently.

5. Bank Reconciliation:

- Conduct regular bank reconciliation to verify the accuracy of financial transactions.
- Resolve discrepancies and ensure proper recording of all financial transactions.

6. Branches Ledger:

- Process journal entries and correction records to ensure accuracy.
- Reconciliation of Branch Accounting.

7. Transactions control:

- Maintain day to day Accounts & reporting corporate office on time to time,
- Responsible for all kinds of vouchers

Assistant officer /Accountant (2019-2023)

Job Responsibilities:

- Process journal entries and correction records to ensure accuracy
- Preparation Profit & Loss A/c
- Maintain Books of Accounts.
- Cash Handling/ Maintain Petty Cash
- Preparation Corporate Bills.
- Cash Books maintain and Cash Report Send to corporate office daily Basis.
- Generating the Report as required by corporate through software
- Preparation of Voucher & Pay-In-Slip (Money Receipt)
- Reconciliation of Branch Accounting.
- Maintain All Accounting voucher entry,
- Maintain Bank Reconciliation and Reconciliation of Debtors & Creditors,
- Maintain day to day Accounts & reporting corporate office on time to time,
- Responsible for all kinds of vouchers
- Dealing with vendors and respond to vendors and suppliers regarding payments
- And invoices.

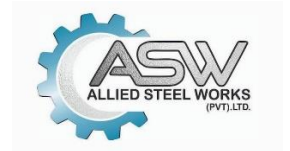
Millennium Industries (Private) Ltd, | Manufacture &supplier, Lahore



Accountant (2018-2019)

Job Responsibilities:

- Process journal entries and correction records to ensure accuracy
- Preparation Profit & Loss A/c
- Maintain Books of Accounts.
- Cash Handling/ Maintain Petty Cash
- Preparation Corporate Bills.
- Cash Books maintain and Cash Report Send to corporate office daily Basis.
- Generating the Report as required by corporate through software
- Preparation of Voucher & Pay-In-Slip (Money Receipt)
- Reconciliation of Branch Accounting.
- Maintain All Accounting voucher entry,
- Maintain Bank Reconciliation and Reconciliation of Debtors & Creditors,
- Maintain day to day Accounts & reporting corporate office on time to time,
- Responsible for all kinds of vouchers
- Dealing with vendors and respond to vendors and suppliers regarding payments and invoices.
- Dealing with different banks including cash withdrawals, cash and cheque deposits, online payments etc.
- Record keeping including data input to the computer.
- Preparation of Activity Report.
- Preparation of banks reconciliation
- Accounts Maintain according to the Bank Statement.



ALLIED ENGINEERING PRODUCTS SERVICES, | Auto mobile Lahore.

Accounts Assistant (2014 to2017)

Job Responsibilities:

- Process journal entries and correction records to ensure accuracy
- Preparation Profit & Loss A/c
- Maintain Books of Accounts.
- Cash Handling/ Maintain Petty Cash
- Preparation Corporate Bills.
- Cash Books maintain and Cash Report Send to corporate office daily Basis.
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- Reconciliation of Branch Accounting.
- Maintain All Accounting voucher entry,
- Maintain Bank Reconciliation and Reconciliation of Debtors & Creditors,
- Maintain day to day Accounts & reporting corporate office on time to time,
- Responsible for all kinds of vouchers
- Dealing with vendors and respond to vendors and suppliers regarding paymentsand invoices.

Education:

University of Punjab Lahore, Pakistan

(2012 – 2014) B.com IT

BISE, Lahore, Pakistan

(2010 – 2011) I.com

BISE, Lahore, Pakistan

Metric (Science)

Certification:

Experience:

- **Microsoft office 2010 ERP System Software** **Peach tree Software**
- **ZEA suite software**

Address: 📍 H#12 St#09 Mohallah Siddique Pure Data Nagar Badami Bagh , Lahore, Pakistan.
