FAISAL ZAMAN

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**Professional Work Experience:**

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| **Organization** | **Designation** | **Duration** | **Address** |
| HNR CO.Pvt.(Ltd.) Multinational  Joint Venture of Haier and Ruba groups. | Accounts & Import Executive (P1) | 1st April,2009 To  31 Dec,2016 | 19.5 km Raiwind Road Lahore |
| Haier Pakistan.Pvt.(Ltd.) | Logistics Sr. Executive (P2) | 13 Nov,17 To till Now. | 19.5 km Raiwind Road Lahore |

**Key Responsibilities – Accounts:**

* Maintaining, Compiling & Updating JRVs, BPVs, FTVs & BRVs into G.P & maintain record.
* Regular checking of IOU, Advances for Appliances & Advances to Employees.
* Checking & clearance of manual daily cash payment vouchers.
* Checking & Verify daily Cash Payment voucher booking into G.P
* Making monthly bank reconciliation statements.
* Making monthly sisters companies reconciliations.
* Working on purchase, sales, payroll, receivable/payable modules of MS GP
* Preparing Sales tax Invoices, Scrap Sales and Export Sales invoices in MS GP.
* Checking of DO, s into MS GP.
* Responsible for daily sales tax Invoices.
* Responsible for sales reconciliations.
* Responsible for debtors/creditors reconciliations
* Preparing Company Payroll.
* Checking import related activities like shipping lines, port expenses etc.
* Keeping track record of LCs and TRs.
* Manage Petty cash for regular urgent expenses.
* Reporting to Manager Finance.

**Key Responsibilities – Import:**

* Responsible for funds arrangements for clearing purposes.
* Responsible for Check and balance of funds distribution.
* Keeping track record of all shipments clearing.
* Keeping track record of all payments.
* Checking of all payments and all related documents of consignment.
* Preparing all receive and payments voucher for head office.
* Manage Petty cash for regular urgent expenses.
* Make monthly reconciliations with shipping lines.
* Reporting to Manager Finance and all related departments.

**Key Responsibilities – Logistics:**

* Responsible for Logistics Operations.
* Responsible for POD (Prove of delivery).
* Responsible for funds arrangements for logistics delivery vehicle and operation expenses.
* Post all Warehouse expenses in GEMS on monthly basis.
* Responsible for all dispatch and returns.
* Reporting to Gm and RML.
* Post POD’s in SAP.
* Post GRN in WMS.

**COMPUTER KNOWLEDGE:**

* Sound knowledge of Microsoft Office
* Sound knowledge of Internet and E-mail use.
* Working experience on ERP (Micro soft dynamics Great plains 10.0) (Sales, Receivable, Payable, Purchase, Financial and Inventory modules)
* Working experience on GL (General Ledger) and FGS (Finished goods management system)
* Working experience on SAP (MM Module) & WMS.
* Know-how of peach tree accounting software.
* Know-how of Tally Advance Business Software.

**EDUCATIONAL ATTAINMENT:**

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| **Examination** | **Board / University** | **Institution** | **Year** |
| Metric (Science Subjects) | BISE Peshawar | Govt higher secondary school NO1.Peshawar city | 2004 |
| D.com (Accounting) | Technical Board Peshawar | Suffa College of commerce & Sciences | 2006 |
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| BBA (Finance) | Minhaj University Lahore | Minhaj University Lahore | 2011 |  |
| MBA (Finance) | Global University Lahore | Global Institute | 2016 |  |

**LANGUAGES:**

Written, Read and Spoken Proficiency in Pashto, Urdu, Persian and English.