**GOHAR JAMSHAID**![](data:None;base64...)

***Date of Birth:*** 08 - Dec - 1994 ***Age:*** 26 Years

***Address:*** H. No. 07, Street – 05, Kucha Muhammadi Sultan Pura Road, Lahore – 54900, Pakistan.

***Contact:*** (92-321) 9460683

***Email(s):*** goharjamshaid1994@gmail.om

| **Objective:** | To lead the organization being strategic partner of top management team of organization. |
| --- | --- |

# Professional Career Summary:

| **Professional Certification :** | MSC |  |
| --- | --- | --- |
| **Education :** | MSC A&F ; B.Com |
| **Work Experience :** | Duration | Organization & Designation |
|  | Oct-2019 Till (Cont.) | Assistant Manager Finance at E-tachi Mobile |
|  | May 19 – to Feb 2020  | Accounts Officer in E-tachi Mobile company  |
| **Work Experience** | Feb 2016-April 19 | Store Manager in Al Majduie Auto spare compant in Saudi Arabia |

| **Organization** | **:** | **E-TACHI MOBILE**  |
| --- | --- | --- |
| Organization Type | : |  Telecommunication Industry, |
| Designation | : | **Assistant Manager Finance** |
| Tenure | : | Oct-2019 to Till (Cont.) |
| Location | : | Lahore, Pakistan |
| Area(s) of Experience : | Finance & Accounting |
| Reporting to | : | Manager Finance & CFO |
| Responsibility | : | Accounts Supervision, Systems / Procedures Review and Development, Banking |
| Brief Job Description | : | * Assist Manager in Preparing Financial Statements
* Budgeting and forecasting with periodical controls, variance analysis, management reporting and ensuring compliance
* Funds management;
* Financial management;
* System development for effective operations;
* Monitoring invoicing, payment and recovery;
* Ledger Maintenance
 |
|  | * Bank Reconciliation Statement
 |
|  | * Prepare payroll & make remittances including salary forwarding
* Receiving and processing all invoices, expenses forms and requests for payment.
* Analytical Reports
 |

**Organization : E-TACHI MOBILE**

Organization Type : Telecommuniction Industry.

Designation : Accounts Officer.

Tenure : May-2019 to Feb-2020

Location : Lahore, Pakistan

Area(s)of Experience : prepare invoices, record payments, and manage the expenses of the organization, interact regularly with client for maintaining clear, accurate and meticulous financial records for a company.

Reporting to : CFO.

Responsibility : Maintaining the proper record of payments,receivables & expenses of the company.

Brief Job Description :

 ∙ Creating and processing invoices.

* Ledger Maintenance.
* Managing a company's accounts payable and receivable.
* Sending bills and invoices to clients.
* Recording organization expenses.
* Make regular contact with client to ensure payment.
* Handle account inquiries from internal and external sources.

| **Organization :** | **AL MAJDOUIE HYUNDAI AUTO SPAREPARTS** |
| --- | --- |
| Organization Type : | Multinational Automotive industry |
| Designation : | **Store Manager** |
| Tenure : | Feb 2016 -April-2019 |
| Location : | AL Khubar, Saudia Arabia. |
| Area(s) of Experience : | Procurement |
| Reporting to : | Manager Procurement |
| Responsibility : | Maintaining Stock Register |
| Span of Control : | 10 staff including  |
| Brief Job Description : | * Maintaining Stock Register
* Transferring Stock from Main to Concern Warehouse
* Recording Procurement
* Ordering Stock Demand as per Minimum Stock of SAP(Business One)
* System development for effective operation
* Reporting Stock Variance to Head Department
* Preparation and submission of different reports as Required by Management
 |

![](data:None;base64...)

| **Sr.** | **Certification / Degree** | **Institution / University** | **Specialization / Major** | **Passing Year** |
| --- | --- | --- | --- | --- |
| 1 | MSC  | NCBA&E  |  Accounting & Finance | 2021 |
| 2 | B.Com | University of Punjab | Commerce | 2015 |
| 3 | I. Com | Lahore Board | Commerce | 2012 |
| 4 | SSC | Lahore Board | Science | 2010 |

![](data:None;base64...)

| **Sr.** | **Skills & Abilities** | **Proficiency Level** | **Last Used / Practiced** |
| --- | --- | --- | --- |
| 1 | Peachtree | Excellent | Currently Using |
| 2 | Word Processing | Excellent | Currently Using |
| 3 | Soft Presentation | Above Average | Currently Using |
| 4 | Spread Sheet | Excellent | Currently Using |
| 5 | Presentation & Report Writing | Average | Currently Using |
| 6 | Quick Book | Excellent | Currently Using |

![](data:None;base64...)

Father’s Name: Mirza khawar Jamshaid Ali.

Marital Status : Singal

CNIC No . : 35202-1791459-5

Religion : Islam

Language Competency : Urdu,English,Punjabi,Arabic

![](data:None;base64...)