

# HYDER BUX PIRZADA

## ❖ PERSONAL BIO DATA

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## ❖ ACADEMIC QUALIFICATION

EDUCATION	PASSING YEAR	GRADE/CLASS	BOARD/ UNIVERSITY
S.S.C (Science)	2005	"D" Grade	B.I.S.E Sukkur
H.S.C (Accounting)	2009	"C" Grade	B.I.S.E Sukkur
Graduate (B.Com)	2012	"2nd" Grade	S.A.L.U Khairpur
M.A (Economic)	2015	"3rd" Grade	S.A.L.U Khairpur

## P ROFESSIONAL QUALIFICATION

Course of 1 year D.I.T Diploma Information Technology at (IBM) Computer Centre.

## C OMPUTER SKILLS

Talent in MS Office, MS Excel with formula, MS Word, Power point, Java applications, web browsing, internet, Adobe Photoshop Coral draw.

Sindhi, Urdu and English Language typist key man in any others software Coral Draw, Inpage MS word and other software.

Typing speed in Sindhi, Urdu and English language 70 words per minute.

## T RAININGS

7 Days Training at WWF (World Wild Foundation) Pakistan

10 days training for LARMIS Software at Business Avenue Sharah-e-Faisal Karachi organized by A.O.S Software Company and Trainers is Software Engineers and Revenue Officers

20 days training of Utility Store Corporation working at Shikarpur organized by Govt of Sindh.

1 Month training of Software at Karachi (Nestle-Pakistan) PVT LTD,

## WORKING EXPERIENCE

17<sup>st</sup> September-2020 to NOW

Working in (V-GRO) Seed Corporation as Branch Manager & Regional Accountant at Sukkur.

- Manage office budget and allocate funds appropriately.
- Personally provide training, coaching, development and motivation.
- Address customer and employee satisfaction issues promptly.

- Worked with clients and CFOs to resolve problems involving accounting errors, financial trouble, or account management.
- Employed assistants and provided directives to maintain functions of the department and ensure tasks such as payroll were managed appropriately.
- Attends and participates in periodic staff meetings.
- Performs other related duties as assigned.

### 01<sup>st</sup>MAY 2018 to 01<sup>st</sup> April 2020.

Working in (CSS-PVT Limited) Crop & Soil Solution. PVT. Limited as REGIONAL ACCOUNTANT at Sukkur.

- worked with clients and CFOs to resolve problems involving accounting errors, financial trouble, or account management.
- Employed assistants and provided directives to maintain functions of the department and ensure tasks such as payroll were managed appropriately.
- Developed and presented financial reports analyzing clients' current accounting needs and proposing viable solutions

### 01<sup>st</sup> March 2015 to 01<sup>st</sup>MAY2016.

Working in (WWF-P) World Wild Found as QA-FF (Quality Assurance Field Facilitator at Sukkur

- 1 Verification of Farmers List and Collect The Data From FF
- 2 Look After the Work of FF
- 3 Also Collect the Soft Data from FF
- 4 Visiting for Better Work
- 5 Daily FF progressive report maintain
- 6 Uploading data and Maintain Daily Diary at Daily Basic.

### 15<sup>st</sup> December 2012 to 28<sup>th</sup> February 2015

Working in Sistech Systems as (D.E.S)Data Entry Supervisor and (M.T) Master Trainer at Sukkur in project of Land Administration and Revenue Management Information System online server systems

1. Trainings of new DEO`s and trend in LARMIS software tips
2. Work assign of DEO's
3. Comparison of Deh's
4. Checking work of DEO's
5. Daily DEO'S progressive report maintain
6. Uploading data
7. Taluka wise commission report of DEO's developed

### 1<sup>st</sup>September 2010 to 23<sup>rd</sup>June2012

Working in (Nestle) At Sukkur Foundation as D.E.O Data Entry Operator, Monitoring Officer and Social Mobilize.

- 1 Projects data management collecting in hard and convert in soft copies (Sindhi, Urdu, English languages)
- 2 Daily closing
- 3 Cash book maintain
- 4 Vouchers and Petty cash maintain
- 5 Debit vouchers
- 6 Monitoring of Social Mobilize teams
- 7 Banking online systems
- 8 Reporting (Same languages)

1<sup>st</sup>May2009to 13<sup>th</sup>June 2010

Working in Utility Store Sindh Invigilator in Shikarpur, & Islamabad

- 1 Projects data management collecting in hard and convert in soft copies (Sindhi, Urdu, English languages)
- 2 Daily closing
- 3 Cash book maintain
- 4 Reporting (Same languages)

❖ **REFERANCE**

As your requirements