

# Khurram Shahzad

## Accounts Officer

Sadiq Poultry (pvt ) Ltd , Rawalpindi ,Pakistan

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## **OBJECTIVES:**

To attain a challenging and accountable position in a dynamic and progressive organization, where I would have the opportunity to utilize and enhance my skills and abilities, for no efforts to make my presence an asset to the company's performance and standing.

| SR. | Board / University | Degree/Certificate   | Year | Division | percentage |
|-----|--------------------|----------------------|------|----------|------------|
| 01  | Hazara University  | M. COM               | 2011 | 1st      | 68.14      |
| 02  | Hazara University  | Bachelor in Commerce | 2008 | 2nd      | 54.43      |
| 03  | B.T.E Peshawar     | Diploma In I.T       | 2009 | 1st      | 73.30      |
| 04  | B.T.E Peshawar     | Diploma In Commerce  | 2006 | 1st      | 66.14      |
| 05  | B.I.S.E Abbottabad | Matriculation        | 2004 | 1st      | 61.18      |


## **National Experienced**

✓ **4.8 Years experienced from 2-july-2018 to 4-march-2023 as An Accounts Officer**

SADIQ BROTHERS (PVT) LTD  at SB HEAD OFFICE

- Make Financial Reports Of Poultry (Broiler & Breeder). Their Cost Sheets, Cash Flow statements and Profit/ Loss statements.
- Working on CPV, CRV, BPV, Accrual entries and Adjusting entries of farm.
- Weekly & Monthly Reconciliation of Bank, Parties (Supplier) & Inter-company reconciliation.
- Verify all bills related to capital items including civil works.

✓ **3.5 years Experienced (From 4-March-2014 to 30-June -2017) in SADIQ BROTHERS**

(PVT) LTD  Ltd As an Sr. Accountant/Cost Controller (COST+FINANCE) .

### **JOBS DESCRIPTIONS**

- Ensuring that cash flows are adequate to allow business units to operate effectively; Forecasting cash payments and anticipating challenges arising from limited cash flow
- Ensure that necessary books of accounts like cash book, ledger etc. are prepared and compare bank statement.
- Monitoring inventory transactions with production department of plant (ETP) and coordination with team of supply materials (Procurement departments) for effective, result oriented and smooth business operational.
- Reconciling inventory accounts & Conducts physical inventories and monitors cycle count program developing inventory analysis reports and analyzing variances.
- Banking money and cheques received and issuing receipts as requested or needed.
- Maintaining accounts system using ERP software.
- Assisting in the improvement in internal controls related to inventory Planning, Studying, and collecting data to determine costs of business activity such as units, applications, spare parts purchases, salaries maintenance, depreciation, vehicle expenses, electrical and mechanical ,plumbing ,Electric ,Freight and labor.
- Prepare payroll for staff/units.
- Compile & record the revenue statement and reconcile the balance with unit.
- Calculate depreciation at the end of each month as per the rates prescribed by the statute.

✓ **Three months experience as a internee in The bank of Khyber**



✓ **Teaching experience as an internee/tutor in an accounting & finance related subjects.**

- ✓ 1.3 years experienced in MEZBAN trading company pvt ltd



As a Sales Accountant

### **JOBS DESCRIPTIONS**

- PAYMENTS AND RECEIPTS OF SALES TRANSACTION / MAINTAIN CASH/SALES BOOK USING (POS) POINT OF SALES SOFTWARE
- ALL TYPES OF BILLS HANDLING
- PETTY CASH HANDLING
- RECORDS OF SALES TRANSACTION
- PAYROLL PREPARATION.
- PREPARATION OF DAILY SALES RECORDS
- MAINTAIN THE LEVEL OF STOCK/INVENTORY WITH COORDINATION WITH SUPPLY CHAIN SYSTEM AND DISCUSSIONS WITH MATERIAL REQUIREMENT PLANNING (MRP)
- BANK RECONCILIATION
- TIMELY COMPLETE RECEIPTS AND PAYMENTS
- PREPARATION OF MONTHLY SALES REPORTS

### **Foreign /International Experienced**

- ✓ I have experienced to work with  Bindawood/Danube group of company Saudia Arabia in Head Office Jeddah as an Import Accountant.

#### **JOBS DESCRIPTIONS**

- Primarily, Make document shipments to ensure that they are in compliance with customs rules and regulations.
- All documents handling of imports i-e Bill of lading, Certificate of origin, Health certificate / Clearance certificates.
- Make strong communication skills with supplier for payments and ensure imported delivery in time frame.
- Prepare collateral reporting. Coordinate with IT department for system issues, maintenance and development such as purchasing, import accounts payable, import IT receiving, shipping, and other
- Coordinate with Overseas, Carrier, Shipping agent and Freight forwarder. Follow up import shipment. Coordinate with warehouse for loading export cargo and unloading import cargo
- Works to manage and oversee imported goods into a country. Others work involve charging, costing and arranging the movement of goods and flow of paperwork to ensure Customs clearances are obtained quickly and deliveries are made in good time.

### **ACCOUNTS & FINANCE SOFTWARES:**

Well Versed on Different Account & Finance ERP Software Such As

- Sidat Hyder Financials
- SAP
- Peach Tree
- JDA
- Quick book

**LANGUAGES:** English, Urdu, Hindi

**HOBBIES:** Social Works- Tours-Playing Cricket