

SYED

MUBASHAR HUSSAIN



Contact

Address: (Permanent)

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Languages

English
Urdu
Punjabi

Summary

To build a long-term career in ACCOUNTS & FINANCE with opportunities for career growth and to solve problems in an effective/creative manner in a challenging position to work with great devotion, dedication and loyalty to achieve the goals of the organization where I will have an opportunity to make a positive contribution to people's lives, Utilizing organizational, interpersonal and communication skills.

Skill Highlights

- MS office (MS-Word / MS-Excel / MS-PowerPoint)
- SAP (Skill level: Beginner)
- Bank Reconciliation
- Bookkeeping
- SAP expertise
- Supplier relationships
- Document preparation

Experience

- **ASSISTANT ACCOUNT MANAGER | Arshad Group of Companies**
16th Dec 2012 – Continue

Job Responsibilities:

- ✓ Export Account
- ✓ Order closing contract wise
- ✓ Managing account payables and account receivables
- ✓ Month end financial reporting via profit and loss account
- ✓ Communicate with vendors, clients, customers, team members, and managers to align goals.
- ✓ Prepare sale tax invoices
- ✓ Invoice Handling & Clearing
- ✓ Fact-check invoices for payment and processing.
- ✓ Assist in maintaining sales ledger and general ledger.
- ✓ Filing, mailing, and other duties as needed.
- ✓ Correct and modify inaccurate files and records.
- ✓ Posting daily receipts.
- ✓ Fact-check invoices for payment and processing
- ✓ Assist in maintaining sales ledger and general ledger
- ✓ Filing, mailing, and other duties as needed
- ✓ Vendor Reconciliation of payment and Material
- ✓ Maintain records of purchases, pricing, and other important data.
- ✓ Export realization.
- ✓ Prepare of party bills.
- ✓ Despatch of bills to party
- ✓ Reconciliation of greige.
- ✓ Rconciliation of account R/A With parties.
- ✓ Reconcile account balances
- ✓ Keep financial records up-to-date.
- ✓ Process billing adjustments and refunds.
- ✓ Assist in account analysis and account coding.
- ✓ Prepare and approve Pos.
- ✓ Reconcile account balances
- ✓ Keep financial records up-to-date.
- ✓ Process billing adjustments and refunds.
- ✓ Posting daily receipts.

Education

SSC (Science): **Board of Intermediate & Secondary Education Faisalabad**
– 2001

ICS: **Board of Intermediate & Secondary Education Faisalabad**
– 2004

BCOM (Accounting & Finance): **Government College University Faisalabad**
– 2006

M.com (Finance): **Government College University Faisalabad** – 2008