

MUHAMMAD SHAHBAZ ALI

M.Shahbazali345@Gmail.com | +92-322-4387227,

PROFESSIONAL SUMMARY

To seek a challenging position in a reputed organization, where my capabilities can contribute in achieving organizational as well as personal goals and various opportunities may be explored for continuous professional growth.

WORK HISTORY

Senior Accounts Officer | Dawn Frozen Foods, Pakistan 31-12/2022 – To Present.
Lahore, FMCG

Responsibilities

- Arrange and share Documents to Bank for **Export** FI Form to deliver the container from the Port.
- Arrange and share the documents to Bank for Export Payment credit
- Bank Reconciliation in (Sap Hana)
- Processing Entries in Accounting Software (Sap- Hana) (incoming outgoing other export & Bank Charges vendor invoice etc.)
- Arrange and share the Documents to Bank for import FI form and Documents retire from the Bank
- Preparation Export Receivable report (aging)
- Prepare the monthly leases Expense Report (Vehicles & Plant & machinery) and post the entries to System (Sap Hana).
- Preparation Cost landed sheet of Import Container
- Prepare the invoices of import & Export Clearing Agent and arrange the payment against it (clear doc from audit department) and issue cheque against etc.
- Prepare the Monthly report medical insurance Expenses and post to system,
- Checking of GRN (Good Received Notes) Import and other venders And post to system.

Accountant | Petals & Ahazeej Commercial Establishments, Jeddah Saudi Arabia

Company Profiles :Institution specializing in the design 09/2016 -07/2021
and implementation of

all Wedding decorations and public events under the supervision of
designer the owner/Director.

- Preparation Cash Flow Statement.
- Update the Status of Sale Invoices and RV's on Daily Basis
- Preparation of Receipt & Payment Vouchers (Cash & Bank).
- Preparation of Sale Invoices and Delivery, note.
- Preparation of Sale report daily and monthly basis.
- Processing Entries in Accounting Software on Timely manners.
- Any Other task assigned by the Manager.
- Preparation the monthly Expenses and Income Report.
- Preparation the Salary Sheet monthly and updated month by month
- Maintain the Cash and Expenses on daily basis.

Account Officer | Dawn Mayo, Pakistan Lahore, FMCG

05/2012 - 08/2016

Company Profile: Dawn Bread is one of the leading Manufacturing Group
of Pakistan Capturing 35% Consolidated market share of all Bread Pakistan.
Dawn Mayo is one of the sub Company of Dawn Bread Group of Companies.

- Preparation of Sale report.
- Processing Entries in Accounting Software on Timely manners.
- Reconciliation of Sale Dispatch.
- Preparation of Sale Invoices and Delivery note.
- Inventory Control (Monthly Stock Takings)
- Preparation Aging Report of
- Receivable Monthly Basis.
- Preparation Cash Flow statement
- Verify the Billity Regarding Supplies
- Update the Status of Sale Invoices and
RV's on Daily Basis
- Any Other task assigned by the Manager
- Maintain Customer Ledger on Daily basis
- Preparation of Receipt & payment Vouchers (Cash & Bank.)

- Checking of GRN (Good Received Notes) and DC (Delivery Challan).
- Preparation of Receipt & Payment Vouchers (Cash & Bank).
- Reconciliation of Daily Sales/Dispatch.
- Inventory Control (Monthly Stock Takings).
- Vouchers Filing.
- Outdoor Duty.
- Prepare Sale Report.

SKILLS

- MS Word, Excel, Power Point, MS Access
- Internet & E-mail Handling.
- PERSONAL STRENGTH
- Possess Innovative and Creative ideas.
- Accounting Software
- Business Communication
- Cash Flow Statement
- Interpersonal
- DC
- Delivery
- E-mail
- Filing
- Inventory Control
- Ledger
- Notes
- office management
- Market
- Excel
- Power Point
- MS Word
- Organizational Skills
- Sales
- Supervision

EDUCATION

University of the Punjab - Pakistan

2011

Bachelor Commerce,

B. Com

ADDITIONAL INFORMATION

- Religion: Islam