

Muhammad Raza Shafi



+92 313 9764262



razashafi32@gmail.com



House No: 88, Street No: 3, Al-Haram Green, GT Road, Peshawar.

PERSONAL

INFORMATION

Date of Birth: 06 January 1999
CNIC: 17301-2500289-9
Status: Single
Nationality: Pakistani
Religion: Islam

EDUCATION

Bachelor of Business Administration (BBA)
Institute of Management Sciences
Peshawar
2017-2021

FSC
Edwardes College Peshawar
2015 - 2017

Matriculation
Peshawar Model School
2004 - 2015

SOFT SKILLS

MS Excel
MS Power Point
MS Word
Good Communication
Problem Solving
Team Work
Flexible

REFERENCES

Zeeshan Saeed
Senior Manager Finance &
Accounts – NOVA City Peshawar
+92 321 5795582

Sajid Ahmad
Manager Sales – NOVA City
Peshawar
+92 334 9139092

OBJECTIVES

My aim is to attain a Position in a Growth-Oriented Company where I can use my Strong Organizational and Analytical Skills to contribute to the Company's success. I am also seeking a position that will allow me to continue developing my abilities while contributing to the Goals of the Organization.

EXPERIENCE

Assistant Manager – Accounts

NOVA City Peshawar | Dec 2022 - Present

- Responsible for Cash Installment Receiving from the Customers.
- Real Time Installment Updation at the Customer Portal in the respective Customer's Ledger.
- Provide System Generated Cash Installment Receipt to Customer and maintain the record accordingly.
- Online Installment Verification from the Bank Statement, Update in the Customer Portal in the respective Customer Ledger & share accordingly
- Forms Receiving from Customers & Adjustment in Customer Installment in the Customer Portal.
- Merging of file in the Customer Portal.
- Preparation of Daily Cash Installment Report & other related reports.
- Report any suspicious activity to the Line Manager.
- Maintain records for the department to furnish accurate MIS reports to Head Office.
- Manage & Handle all the tasks of Team Member in his/her absence to avoid any pendency.
- Any other task assigned.

Accounts Executive

NOVA City Peshawar | Feb 2022 – Nov 2022

- Responsible for Creating CPV, CRV, BPV, BRV as per the requirement.
- Maintain Petty Cash Report on daily basis & create a Monthly Report for monthly record.
- Create Salary Sheet every Month in correspondence with HR.
- Preparation of DCR (Daily Cash Report) & count cash to be In Line with DCR's Closing Balance.
- Create Ledgers for Vendors/Suppliers.
- Reporting DCR to the HO.
- Entries in the Software (Sidat Hyder)
- Maintain all the relevant Record Accordingly.