

***SHAFAQAT ULLAH***

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Email: **/ shafaqatullah4@gmail.com**

**Profess**ional Email address: shafaqat.acct@azizgrp.com

**OBJECTIVE:**

To work in a challenging environment and to show my performance and my skills in more efficient and effective way to make the organization successful.

**PERSONAL INFORMATION:**

Name:Shafaqat Ullah

F/ Name: Nazir Ullah

Nationality: Pakistani

National Identity Card Number: (CNIC): 17301-9099782-1

Date of Birth: 20th Feb,1990

Gender: Male

Marital Status: married

**Address:**MohallahIssa Zai Sarband Tehsil & Distric, Khyber PakhtunKhwa, Pakistan.
Zip code, 25000

**EDUCATION:**

* 2012, BBA (HONS) Commerce (Accounting & Finance), CGPA – 3

 Govt College of Commerce & Management Sciences Peshawar NanakPura.

* 2008, D.COM Grade - C, Govt College of Commerce Hayatabad Phase 7, Peshawar
* 2006, SSC (Science Group), Grade -D, Govt High School Pushtakhara Bala, Distt Peshawar, KPk.

**AWARDS AND SHIELDS**

* Participation in NGO Hands in exhibition
* Awarded from scheme Naway Sahar

**LANGUAGES**

* English, Urdu and Pashto.

**COMPUTER SKILLS**

* MS office, MS Excel, typing, web surfing + other computer skills

**ADDITIONALSKILLS**

* Effective and Good Presentation skills
* Precise and good organizational behaviour & Communication Skills
* Interpersonal skills.
* Ability to work independently in any organizational environment
* Good reporting skills and quick reponse

**INTERESTS, HOBBIES & ACTIVITIES**

Internet Surfing, Reading Novels and Drama Serials, News Papers and Playing Cricket.

**Software experience**

* **SAP B1**
* **Peach tree**
* **Ezee Burr p**
* **Quick Book**
* **Other ERP software**



**PERIOD**: From 07 JAN, 2013 TO DEC, 2013

**DESIGNATION: Audit Trainee**

BAKER TILLY MEHMOOD IDREES QAMAR CHARTERED ACCOUNTANTS

**DESCRIPTION:**

Working in the’’ BTMIQ ‘’ Baker Tilly Mehmood Idrees Qamar Chartered Accountants, as an audit Trainee from 07 Jan, 2013 TO31th Dec, 2013.

in this period, I have audited different Manufacturing and non-Manufacturing companies, such as Frontier Group of Industries, ZRK Group Of Industries (Stock Taking) Khyber lamps G.T Road and also audited different N GO'S such as Pakistan Hoslamand Khawateen in Harry pure curricular and co-curricular activities (good performance, presentations, communication and reporting to Audit manager etc.

 **DIRECT REPORT TO:**

**Partner and Manager**

 **FIELED DESCRIPTION:**

* Responsible for posting journal entries, Casting and monthly closing of GL accounts of BTMIQ Peshawar branch.
* Preparation of monthly trial balance for BTMIQ Peshawar branch.
* Preparation of Audit budget in coordination with audit program and administration.
* Filing the prepared documents regarding Audit Planning, Working and Reporting.
* Preparation of different schedules for Clients.
* Assessment of effectiveness of Internal controls.

Reference:

Syed Sarfaraz Hussain Jeffery Director of Baker Tilly Mehmood Idrees Qamar

 Chartered Accountant Peshawar

Contact No. 091-5276102

 Cell No. 03467840005



**ORGNIZATION:**

**AJ TEXTILE MILLS LIMITED:**

* DURATION  **(**From 22 July, 2014 To 7th April 2017)
* DISIGNATION**: (**Accounts Officer)

Working in AJ Textile mills limited as an accounts officer in Head office Warsak Road Peshawar from 22 July, 2014 to 7th April 2017.

In this period of time I learn a lot of practical experience which is related to Raw material, finished goods, Sales, and purchase, Bank reconciliation, General ledger, Sales tax, withholding tax, Monthly reports direct to GM Finance,

**Critical Points:**

1. Monthly reports
2. Weekly reports relates to my position
3. After 15 days relate to payments of different packages supplier payments
4. Monthly audit of Units
5. Salary disbursments verifications
6. Taxes such is sales tax, sales tax with held extra tax service tax, etc

Reference:

Zahid Ali Kakar (GM Finance Head Office (Warsak Road Peshawar)

 Phone No. 091-5202898

 Cell No. 0321-9001422

Mumtaz Packages**: (**Sunder Industrial Estate Lahore)

* DURATION**: (**From 20 April 2017 to 20 March 2018)
* DISIGNATION**: (**Accounts Assistant)

Prime Steel Industry**: (**Khyber Agency Shahkas Peshawar)

* DURATION**:**  (From 20 April, 2018 to 20 Sep 2018)
* DISIGNATION**: (**Accounts Officer)

Critical Points**:**

1. Daily production report.
2. Daily consumption reports Furnace oil and electricity etc.
3. Daily waste report.
4. Billet reports incoming and outgoing,
5. Monthly sale reports.
6. Daily bank dealing about balances,
7. Collection of daily recovery information and update daily balance sheet.
8. Monthly wise stock taking of steel bars and update actual stock report.

Cone Heads Peshawar : (University Road Peshawar)

* DURATION**: (**From 22 June, 2021 to Feb,2022)
* DISIGNATION**:**  (Inventory Manager/ACCOUNTS)



AJ TEXTILE MILLS LIMITED**:**

* DURATION (From 11 MARCH, 2022 To Till date)
* DISIGNATION**:**  (Sales Officer)

**Critical points:**

1. Sale orders calculation of commission, sales tax, etc (SAP BUSINESS ONE)
2. Byer confirmation.
3. Daily dispatch detail Email to parties.
4. Rate and dispatch address confirmation.
5. Shifting contracts (SAP BUSINESS ONE).
6. Contract cancellation and extension of contracts.
7. Manual DO’S DO’S, DO’S in software.
8. Manual sales invoices and invoices in soft ware.
9. Preparing OC’S order confirmation (calculation of sales tax, rates per LBS,
10. Preparing disallowed when the party balances will over limit or over dues
11. Daily report to Marketing Manager (Contract balance position, daily dispatches pending report, production report of three units)