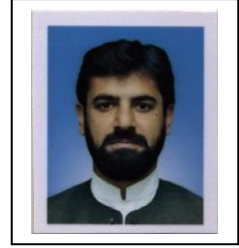


Postal Address: Hazara Phosphate Fertilizer
Kangara Colony Hattar Road HariPur Pakistan.
Mobile # +92-0314-9112550
E-Mail: shahzadali.hpfl@gmail.com



SYED SHAHZAD ALI SHAH

M.B.A (FINANCE) EXPERIENCE: (14 YEARS)

Career Objectives:

Intend to establish career in field and to take challenging tasks in a professionally managed organization that would enhance my knowledge and experience and offer opportunity for future development of my skill and to achieve professional growth by result oriented decision for ultimate goal along with organizational development.

❖ Experience: (14 Years and 10 Months)

Working in HAZARA PHOSPHATE FERTILIZERS PLANT HARIPUR
(A Subsidiary of AGRITECH LIMITED (Formerly Pak American Fertilizers Limited) as “Account Officer” (since April, 2009)

Job Responsibilities:

- Experience in conducting successful Implementation of ORACLE11i Financial Systems (ERP) including Order Management(OM), Accounts Receivables(AR), Cash Management(CM)/GL,
- **To Use Computerized Accounting System.(E R P, Quick Books)**
- **In ERP, working in A-R, A-P, C-M, GL**
- Record All Sales Of TARA SSP 18% & Kissan Plus 14%.
- To Maintain All Dealers Ledgers.
- Sub-ledger & General ledger Reconciliations with Head Office, Region Offices and Dealers.
- Their Collection/receipts and Sales/Payments
- Cheek & Payment of Carriage Contractors Bills.
- Posting Sales Data & Different JV
- Preparation of Monthly, Quarterly and Annual Reports of Sale.
- To Assist & Co-ordination Internal Auditor
- E-Filling of Sales Tax Return / Invoice Sales Summary/ Production & Supplies/Income Tax Return.
- Input & Output Sale Tax Summary.
- To prepare Income tax deduction Certificate.
- To Maintain Fixed Assets Register.
- To prepare Income tax deduction Certificate.
- Correspondence with Banks regarding daily Collections & Confirmation.
- To prepare the Banks Reconciliation & Inter Company Reconciliation.
- **To Use Computerized Accounting System (Quick Books 4 Years)**

- ❖ **Worked as Accounts manager/Customer Services officer Radio Buraq FM 104. (2 Years and 8 Months)**
 - ❖ **Job description (Radio Buraq Sarhad FM 104)**
 - My prime responsibility was to Control the Radio Expenses and generate more Business. And calling all the customers for new packages of RADIO Advertisements.`
 - Looking after all the customers portfolio and managing the relationship with them..
 - Managing all Account s and business records.
 - Maintenance of Cash Book, Journal, Ledger.
 - To explore new markets by meeting with business class.
- ❖ **Worked With SRSP (NGO) as Implementation Partner in District Peshawar Developments Projects. (01 Years)**
 - ❖ Worked as personal relationship officer in **Muslim hands international (UK based NGO) (One Year and 02 Months)**
 - **Managing customer's relationship and managing all Accounts records in Software.**
- ❖ **Internship with ASKARI Islamic Bank Cantt Branch Peshawar.**

Educational Qualification:

Professional:

M B A (Finance), 1st Division, Year 2006
City University Peshawar.

Academic:

B.A Year 2003 Peshawar University.
F.S c Year 2001.
Govt Collage of Technology Peshawar.

Computer Literacy:

- D.I.T one year Course from Creative Mind Innovator. Peshawar
- Two Months Hard ware Course from Electronic Development Center Peshawar
- Six months Certificate in Office Automation Computer Course as well as 02 years experience in Computer works.

Computer Skills

- Adequate knowledge of MS Office (Word, Excel, Power Point), Windows (98, XP).
- Standard Accounting Software (Quick Book, Peachtree & Oracle) and Internet application.

Language Proficiency:

S.No	Language	Read	Write	Speak
1	English	Easily	Easily	Fluently
2	Urdu	Easily	Easily	Fluently
3	Pashto	Easily	Easily	Fluently
4	Hinko/Panjabi	Easily	Easily	Fluently

Personal Data:

Father's Name : Syed Sajjad Ali Shah
N.I.C No. : 17301 – 982292 – 7
Domicile : Peshawar
Date of Birth : 15 June 1981
Religion : Islam
Nationality : Pakistani