



Postal Address: Opposite Govt High School 269 GB Mill More Kamalia,
P/O Rajana, Tehsil & District Toba Tek Singh Punjab.

Present Address: The Monal Sahibzada Gull Road Cantt Peshawar
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SHOAIB NAWAZ



OBJECTIVE:

Looking for a challenging position where I can help facilitate daily missions, execute various tasks, and effectively apply all my management learning's to attain organizational and personal objectives in efficient and effective manner, so I can prove myself as a valuable resource for the organization.

PROFESSIONAL SUMMARY:

My main strengths are self-motivation, ability to work independently and as an active team member to meet operational deadlines from the top management. With full adaptive nature, I am an Acceptor of all related skills, concepts & responsibilities. Dedicated to establish solid working relationship with staff at all levels to effectively appreciate the team efforts to meet Desired standards of quality & accuracy. Able to manage multiple tasks by setting priorities according to need, urgency & special request



OBJECTIVE STATEMENT:

Father's Name	Muhammad Nawaz
Date of Birth	20-October-1994
Domicile	Toba Tek Singh (Punjab)
N.I.C #	33303-9223498-3
Nationality	Pakistani
Marital Status	Single
Religion	Islam

ACADEMIC RECORD:

- M.Com , from **Allama Iqbal Open University**, Islamabad Pakistan (Continue)
- Bachelors in Commerce**, from **Allama Iqbal Open University**, Islamabad Pakistan (2020)
- I.C.S**, from **BISE Faisalabad** (2015)
- Matriculation** , from **BISE Faisalabad** (2011)



COMPUTER SKILLS:

- 14 Months Diploma in **Computer Application & Office Professional** from V.T.I Kamalia.
- 4 months Diploma in **Basic Office Automation** from V.T.I Kamalia.

Training/Certification	Location/Institution	Duration
QUICKBOOKS	Digi Skills Training Program	DSTP2.0-BATCH-01 Feb 2022-May 2022
FREELANCING	Digi Skills Training Program	DSTP2.0-BATCH-01 Feb 2022-May 2022
E-COMMERCE MANAGEMENT	Digi Skills Training Program	DSTP2.0-BATCH-03 Nov 2022-Jan 2023
VIDEO EDITING, ANIMATION AND VLOGGING	Digi Skills Training Program	DSTP2.0-BATCH-03 Nov 2022-Jan 2023
Data Analytics and Business Intelligence	Digi Skills Training Program	03 Month DSTP2.0-BATCH-04
Digital Marketing	Digi Skills Training Program	03 Month DSTP2.0-BATCH-04

LANGUAGE SKILLS:

- English language & Personality Grooming Course From **29-08-2018** to **28-10-2018** at Government Technical Training Institute Gulberg Lahore.
 - > English
 - > Urdu

PROFESSIONAL EXPERIENCE:

The Monal Group A-Cube (Pvt) Ltd - Peshawar

20 Oct-2021--TO TILL DATED

Accounts Manager:

- ❖ Collect all cash/ cheque collections of the Restaurant from front Cashier drop safe on daily basis and ensure all monies are deposited in Restaurant bank account in accordance with the policies procedures laid down by the Restaurant.
- ❖ Maintain schedule for cashiers and ensure coverage during all shifts.
- ❖ Train and oversee cashiers.
- ❖ Operate registers and perform general checkout functions.
- ❖ Generate reliable and accurate till reports from every register.
- ❖ Resolve cash tills when closing, ensuring the money matches the report and is stored safely.
- ❖ Preparation of Sales Invoices.
- ❖ Preparation of Cash payment, Cash receipt, Bank payment, Bank receipt.
- ❖ Posting these vouchers into software.
- ❖ Preparation of Debtors Creditors and Bank Reconciliations Daily bases.
- ❖ Maintaining Vouchers (BPV,CPV,CV,CRV,BRV,JV,Need Amount)
- ❖ Contact to customers for pending payment of Customer Credit & BTC.
- ❖ Prepared payroll, distribute the salaries to more than 400 employees.
- ❖ Maintaining Petty Cash.
- ❖ Preparation of payroll, distribute the salaries
- ❖ Payment of advance against salary
- ❖ Funds flow Mange Daily Bases.

The Monal Groups of Companies – LHR & ISB

10 OCTOBER 2016--TO--19 2021

Accounts Officer (Cashier)

- ❖ Prepared payroll, distribute the salaries to more than 250 employees.
- ❖ Maintaining Petty Cash.
- ❖ Updating Banks statement status and share it with Accounts Manager on a daily basis.
- ❖ Checking Bank reconciliation statement weekly & Monthly Bases.
- ❖ Managing day to day activities of the company.
- ❖ Accept cash, cheque and bankcards for payment.
- ❖ process payments according to company procedure
- ❖ provide change for cash payments
- ❖ Review and approval of the stationary requisition form after analytic of whether the need is genuine
- ❖ Perpetually providing HR services; keeping check on Salaries & benefits

Akram Cotton Mills (Pvt) Limited - LHR

10TH SEP, 2015 TO 6TH OCTOBER, 2016

Accountant and Asst. Admin

- ❖ Handled office cash receipts, payments & Petty cash
- ❖ Maintaining Bank reconciliation Statement
- ❖ Maintain customers and vendors ledgers
- ❖ Prepare Sales and Purchase Invoices
- ❖ Prepare Cash payment, receipt, Bank payment, Bank receipt, journal vouchers
- ❖ Preparing and maintaining employee record file.
- ❖ Attendance management of all staff, preparing report of absenteeism.
- ❖ Accurate recording of all cash activity on a daily basis.
- ❖ Review and approval of the stationary requisition form after analytic of whether the need is genuine
- ❖ To Supervise Security, Visitors, Mails, inwards and outwards at main gate.
- ❖ Compliance and Enforcement of company Policy & Procedures
- ❖ Supervise Daily Attendance employees and Staff
- ❖ Maintenance of building and Equipment's.
- ❖ Control Mess(Quality of food, on time serving)
- ❖ Controlling security staff within organization.
- ❖ Oversee the administrative operations of the business.
- ❖ Maintaining Safety cylinders' Such as (Co2, DCP, AFFF & Fire Balls)
- ❖ Arranging Employees' Social Security & EOBI Cards.
- ❖ Any other task assigned by the senior management.

PERSONALITY:

- I am a person who is always ready to accept challenging tasks. I believe in hard & can also work with team have a good inter personal skills. Can adopt the new environment very hard easily & quickly.



REFERENCE:

- Will be furnished on demand.