

# Shoaib Nawaz

## Accounts Manager

### Profile

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

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### Work Experience

20-Oct- 2021- Present

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

#### Accounts Manager (Head Cashier)

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

1st August 2019--TO--19 OCTOBER 2021

Asian wok - RWP & ISB

#### 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 whetherthe need is genuine ☑ Perpetually providing HR services; keeping check on Salaries & benefits

### LANGUAGE SKILLS:

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

> English

> Urdu

### Contact

[shoaibhashmi1009@gmail.com](mailto:shoaibhashmi1009@gmail.com)

+923045715423

Opposite Govt High School 269 GB Mill  
More Kamalia, Toba Tek Singh Punjab.

### Education

- Allama Iqbal Open University, Islamabad

**Bachelors in Commerce**

Completed in 2021

- BISE Faisalabad

I.C.S,

Completed in 2015

### Skill

- MANAGEMENT SKILLS
- DIGITAL MARKETING
- FREELANCING
- E-COMMERCE MANAGEMENT
- COMMUNICATION SKILLS
- DIGITAL MARKETING
- QUICKBOOKS
- Data Analytics and Business Intelligence
- E-COMMERCE MANAGEMENT

### Awards

Oct 2023 | The Monal Group of  
Company

The Best performance of the Year