

Syed Talha Banoori

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Kohat,
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CAREER OBJECTIVE

To contribute towards the growth and development of a dynamic organization where there are ample opportunities to grow both personally and professionally and where I can utilize my skills and experience efficiently and effectively.

PROFESSIONAL QUALIFICATION

MBA (University of Lahore)
2020- 2022
Major: Finance

BBA (Hons) Kohat University of Science & Technology, Kohat
2015- 2019
Major: Finance

ACADEMIC QUALIFICATION

(HSSC) Comp Tech Degree College, Kohat
2012- 2014
Major: Pre- Engineering

(SSC) Fazaia Inter College, (P.A.F School, Kohat)
2010- 2012
Major: General Science

EXPERIENCE PROFILE

19 Sep 2019 to date

Sapphire Textiles Mills Ltd.
Accounts officer Accounts & Finance

Practical Experience at Sapphire Textile Mills Limited # 8 (Garments Division)

- Preparation of Pre Vs Post costing statements, summaries & working.
- Preparation of Store Consumption Report, Store Inventory Aging Report, Store Rate Variance Report
- Preparation of Waste Sale Settlement Report
- Preparation of WIP Aging report
- Monthly Audit of General Store
- Audit of WIP Inventory
- Preparation of staff & workers' payroll including staff benefits & overtime
- Preparation of Full & Final Settlement's Summary
- Preparation of Provident Fund & liaison of employees for all queries related to provident funds.
- Preparation of Gratuity working sheets (Staff/Workers)
- Verification of piece rate & other related payments
- Preparation of piece rate payment sheets & verification of relevant summaries
- Managing Bank Payments & Receipts.
- Maintenance of bank book.
- Reconciliation of ledger balances (of GL Codes being used in ERP) with AP trial balances
- Preparation of fund position regarding bank transactions
- Updating of Bank Reconciliation Statement.
- Filing & record keeping
- Any other task/ Assignment delegated by the Head of Department

COMPUTER PROFICIENCY

Well versed with the latest versions of the following:

- Microsoft Word, Excel and Power Point
- Internet

LANGUAGES

- English
- Urdu

PERSONAL DETAIL

Date of Birth:	12-Mar-1997
Father Name:	Syed Mubashir Ali Shah Banoori
Marital Status:	Un-Married
Nationality:	Pakistani
Religion:	Islam
Interests:	Reading books, watching movies, traveling, sports and music

REFERENCES

Will be furnished on demand