**SYED MUHAMMAD ZUBAIR**

**Contact:** 0316 8906501

**E-mail:** zubairali92@gmail.com

**Address:** 148-k Phase3 Hayatabad Peshawar.

**EMPLOYMENT DETAILS**

**Accounting Manager (Admin & Accounts, Front Office)**

**VIP Guest House TM Hotels, Pakistan**

**Jan 2015 to Feb 2016**

Working experience as Accounting Manager at TM Group of hospitality Shelton House, a pioneer of hospitality

concept in Pakistan. I was an active member of corporate team leading various activities in different domains of

business. My key responsibilities included:

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Performed Accounts functions effectively, including collection of payments, issuing receipts, making cash payments,

banking, managing official receipt books, maintaining cashier’s advances, processing advances

Held accountable for verification of invoice, stock register, physical stock, cash and bank transactions.

Processed and record transactions in the financial accounting system

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Supervised Accounts receivables and payables department

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Processed and closed periodic payrolls

Shouldered the responsibility for introducing revenue, food cost and fixed cost reports.

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Closing of Nominal Accounts.

Preparation of Salaries, wages & other office routine work.

**Achievements:** Slashed payroll/benefits administration costs 30% by negotiating pricing and fees, while ensuring the

continuation and enhancements of services.

**Accounts Officer**

**Royal Petrochemical Industries (Pvt) Ltd, Peshawar, Pakistan**

**Mar 2012-Dec 2014**

Worked for Royal petrochemical Industries Peshawar, a multinational manufacturing concern, involved in workingon a number of

exciting projects in the Pakistan. My key responsibilities included:

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Maintenance of Account books, journal Ledger. Purchased Ledger, Stock Ledger; sales tax, Demand Drafts, pay Orders, All Kind of

Vouchers.

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Proper maintenance of Accounts and their timely reconciliation.

Reviewed wide range of documents for financial considerations.

Generated monthly and quarterly budget reports.

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Created presentations to detail spending and trends

**Internee**

**IMSciences, Peshawar, Pakistan**

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**New Approaches In Inventory Management**: which include top approaches to inventory management and its different sections. The

individual projects were, EOQ Approach, ABC Approach, Just-in-Time (JIT) Approach, VED Analysis, FNSD Analysis.





**EDUCATION & CREDENTIALS**

Master of Business Administration – MBA-Finance

Institute of Management Sciences, University of Peshawar Pakistan - 2007

Bachelor of Science B.Sc

University of Peshawar Pakistan - 2005

**TECHNICAL SKILLS**

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SAP

OPERA

Tally ERP

Quick Books Online and Enterprise

Microsoft Office

Sage 50

*~ References & other documents will be available upon request~*

