

# CURRICULUM VITAE



## ZAIN UMAR FAROOQ

### PROFESSIONAL OBJECTIVE:

Achievement of goals with commitment, dedication and honest approach through acquired knowledge, experience and skills in challenging environment and excel in proficiency and ability.

I am also seeking to share my hands on experience of providing professional advice in strategic sectors such as financial reporting, taxation, auditing, and finance that will make a significant contribution to the growth and success of my employer.

### WORK EXPERIENCE:

**July. 2022 – To Present**

**Accounts Officer**

**Chem Tech Prochemica Industry (khurianwala Faisalabad)**

Worked at Chem Tech Prochemica Industry from July 2022 to till the date as a Accounts Officer.

- ❖ Manage Monthly Expense Of All Region of Chem tech Prochemica industry.
- ❖ Manage All purchase (General, Chemical & packing) With IGP and MRR in Software and tally ledger of all parties and complete all documents of purchase bill and invoice for tax purpose.
- ❖ Book Keeping
- ❖ Manage bank statements and post entry of cheque received and Deposit in software after attachment of all documents and verification clear the cheque.
- ❖ Manage All petty cash of Industry.
- ❖ Manage Tippu Filling Statements of Petroleum.
- ❖ Resolve all Observations of Audit Department.
- ❖ Managing ledgers
- ❖ Managing Monthly Expenses
- ❖ Bank Reconciliation

**July. 2023 – To Present**

**Senior Accountant**

**Faisalabad Aesthetics**

- ❖ Book Keeping
- ❖ create stock (Manage All inventory and stock)
- ❖ Bank Reconciliation
- ❖ Managing ledgers
- ❖ Managing Monthly Expenses
- ❖ verifies sale, purchase with invoices and post entry in accounting software for preparing Monthly Profit & loss accounts and balance sheet.

**Sep. 2019 – To July. 2022**

**Accountant**  
**Tariq Rashid & Co. (Chartered Accountant)**

Worked at Tariq Rashid & Co. (Chartered Accountant) from Sep 2019 to 25-07-2022 as part of a team that is responsible for making sure that the flow of accounts and revenues between the various projects, regions and people is accurately accounted for and managed.

- ❖ Book Keeping
- ❖ Prepare Sale Tax & Income Tax File With Complete Schedule Records
- ❖ Sale Tax And Income Tax Returns
- ❖ Managing day-to-day transactions
- ❖ Filling of quarterly and annual tax returns.
- ❖ create stock
- ❖ Bank Reconciliation
- ❖ Managing ledgers
- ❖ Managing Monthly Expenses
- ❖ verifies sale, purchase with invoices and post entry in accounting software for preparing Monthly Profit & loss accounts and balance sheet for parties.
- ❖ Preparing Financials like (Balance Sheet, Profit & Loss).
- ❖ Managing day to day Transaction of petroleum's and verifies sale, purchase, post entry in accounting software for preparing Monthly Profit & loss accounts and balance sheet for parties.
- ❖ Monitoring and managing payroll and the costs of labor, including expenses such as overtime and benefits, in order to maintain budget.
- ❖ Final checking and verification of all vouchers including cash payments, cash receipts, bank receipts, bank payments, purchase vouchers, sales and various journal vouchers and their posting in to accounting software to record accurately all the accounting transactions by applying various checks, approvals and audit tools.
- ❖

## **AUDIT EXPERIENCE:**

**2.8-year Audit experience with Tariq Rashid & Co., Chartered Accountants, Faisalabad.**

**(As a trainee Student under CA Bye Laws 1983) with Tariq Rashid & Co., Chartered Accounts, one of the reputable Chartered Accounts Firm in Pakistan.**

- ❖ All Pakistan Cotton Power Loam Association.
- ❖ Bashir Sons Petroleum's.
- ❖ Pearl Tex.
- ❖ Faisal Embroidery.
- ❖ Nawab Soap Factory.
- ❖ National Qualitex.
- ❖ Ssg Industries (Pvt.) Ltd.
- ❖ Promote.
- ❖ Material & Design.
- ❖ Silver Fox Textile Pvt Ltd.
- ❖ Salman Weaving Factory.
- ❖ Kia Motor.

➤ **Complete Jobs Experience of 4.3Year.**

## EDUCATION:

2021	<b>M. Com</b> Government College University, Faisalabad, Pakistan
2019	<b>B. Com</b> Government College University, Faisalabad, Pakistan
2017	<b>FSC Pre Engineering</b> Govt. post graduate college Samnabad
2015	<b>Matric in (Science)</b> Johar Public High School (Bise Faisalabad)

## PERSONAL DETAILS:

Father's Name:	Farooq Ahmad Khan
Religion:	Islam
Marital Status:	Married
CNIC No:	33102-2921766-1
Date of Birth:	November 1, 1998
Mobile:	+92 305 6668642
Domicile:	Faisalabad
E-mail:	<a href="mailto:zainumar696@gmail.com">zainumar696@gmail.com</a>
Home Address:	P-86 Maqbool Road abadi jiwani khan Near Hazori Masjid quid azam block, Faisalabad

## PROFESSIONAL ABILITIES:

- ❖ Familiar to how to work in a team.
- ❖ Target Oriented.
- ❖ Self- Motivated.
- ❖ Excellent Presentation Skills.
- ❖ Good Decision Making Skills.
- ❖ Analytical Skills.
- ❖ Interpersonal Skills.
- ❖ Creative and innovative.
- ❖ Able to work under pressure and meeting deadlines.

## IT SKILL PROFICIENCIES:

- ❖ Microsoft Windows & internet surfing literate
- ❖ Good knowledge of MS word, Excel & PowerPoint
- ❖ Accounting software Oracle Financials,ERP.
- ❖ Micro Office complete (MS Excel, Power Point, Word, Access).
- ❖ Installation & Operating All Windows (Xp,07,08,10,.....).

## REFERENCES:

Available on request.

## Languages:

- ❖ English (Reading, Writing, Speaking)
- ❖ Urdu (Reading, Writing, Speaking)
- ❖ Punjabi (Reading, Writing, Speaking)