

Muhammad Zaid Shah

Administrative & Accounts Professional



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December 24, 1997

Why *Zaid*?

- Self-motivated, well-versed & inspiring administration professional with sound knowledge and experience of operational administration and management. Holds proficiency in managing daily office operations, maintaining confidential documents and controlling office supplies & stationary; efficient at preparing & presenting reports
- Intelligent and competent individual having remarkable skills in accounts management; adept at general ledger entries and preparing financial statements for management; efficient at collaborating with middle and senior management, building and maintaining customer relations and ensuring high quality customer services
- Hard-working, diligent and active team player with extraordinary communication skills, professional attitude and readiness in dealing with assigned tasks; committed to build and improve working relationships. Has demonstrated ability to design and execute assigned tasks timely with attention to accuracy and details

CORE STRENGTHS & ENABLING SKILLS

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|------------------------------|-----------------------|---------------------------------------|
| ▪ Administrative Management | ▪ Conflict-Resolution | ▪ MS Office & Canvas |
| ▪ Office System & Procedures | ▪ Customer Services | ▪ Interpersonal Skills |
| ▪ Accounts Handling | ▪ Time Management | ▪ Communication & Presentation Skills |

PROFESSIONAL EXPERIENCE

Bawany Sugar Mills Ltd, Talhar, Sindh, Pakistan

Worked as **"Accounts Officer"**, January 2016 – January 2020

Responsibilities/Accomplishments:

- Efficiently prepared and maintained financial record and completed reports; assisted in administrative operations such as client handling; managed public relations by effective negotiation and problem-solving skills
- Processed expenses and verified balances in account books; kept account record through ledger entries; coordinated with staff and seamlessly managed accounting operations. Ensured optimal efficiency in office activities

PROFESSIONAL CERTIFICATION

- Successfully complete certification on **Financial Literacy Program** from State Bank of Pakistan – 2021

PROFESSIONAL QUALIFICATION

- **University of Sindh, Jamshoro, Pakistan**
M.A – Economics (2019 – In Progress)
B.Com – (2017 – 2019)