

House No: R-307, Sector 11-L, North Karachi.

## **Key Highlights**

- Strong ability to
- Communicate.
- Able to complete task as
- Per deadline.
- Willingness to learn.
- Motivated. Responsible

## **Key Knowledge Areas**

Dune. (Database Hub)

Retail Management System. (R.M.S)

Omenius (Inventory Control System)

## **SUMMARY**

- Work with commitment and passion in on esteemed firm that offers professional growth believing in focus on excellence & also gaining experience while working with the best talent.
- To gain a dynamic and challenging role that offers the best opportunity to
- Uplift, groom & explore my skills, abilities & creativity.
- To render meritorious services with dedication and sincerity

## **EDUCATION**

Auto CAD one Year Diploma in Civil Architecture and Electrical from (Technical Training Centre)  
(DCS) One year Software Diploma. (Petroman Training Institute)

**GRADUATION** (Commerce) (2001) Hyderabad.

**INTERMEDIATE** (Commerce) (1998) Karachi.

**MATRIC** (Computer Science) (1996) Karachi

## **Microsoft Great Plans (GP)**

M.S Office XP, M5 Word, MS Excel, MS Power Point,  
Computer Hardware

## **EMPLOYMENT CHRONOLOGY**

### **EFU UFE ASSURANCE LTD (Executive Officer Accounts) (2019- till date)**

Made voucher entries of claims and file. To maintained Customer Ledger.

Make special files for each bank and include the following (bank statements, bank reconciliation, bank accounts etc. Collect and verified all papers of clients, filling them in order.

Prepare tables of accounts, and assign entries to proper accounts. Manage general ledger of clients in a timely and accurate manner. Checked and verified all types of Accounting Vouchers.

Received and Sent out Extras vouchers.

Received cheques of customers and feeding in system. Prepared various reports for manager.

Collect details of clients of premium deposits from branches in city.

To collect the documents and then to arrange these vouchers customer wise. Done Miscellaneous Work assigned by the Management.

**Allied Cables (Administrator A Accounts Officer)****(2006-2018)**

Manage Sales Invoice, Record Sales Team Data, Collect Data from Suppliers, Samples Manage, Delivery orders Received, Accounts Receivable and Accounts Payable, Book Keeping, Directly Reporting to Owner.

**Dewan Foods (Pvt) Ltd. (Accounts Officer)****(2003-2006)**

Responsibility of All A/C Receivables and A/c Payables, Book Keeping Sheets, Made Payments of Suppliers. Reporting to directly Accounts Head.

**Metro Enterprises (Accounts Officer)****(2001-2003)**

Responsibility of All A/C Receivables and A/C payables, Book Keeping Sheets, Control Invoices and Sales Record Maintain Mostly are Medical Stores, Departmental Stores and Super Markets.

**Orient Machinery (Accounts and Administrator)****(1999-2001)**

Sewing Machines & Embroidery Machines Parts import Company as position of Accounts and Maintain Records of Industrial Sewing Parts all whole sale markets in Karachi.

## Personal Detail

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Father Name : Abdul Wahab (Late)

Date of Blrth : 01/June/1979

NIC Number : 42101-5598056-9

Domicile : Karachi

## Language:

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Fairly good in speaking and writing Urdu, English

## Reference:

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Furnish upon request.

