sheikh muhammad

adeel saeed

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**OBJECTIVE:**

To continue a career in progressive environment that supports my growth towards professionalism where I can make meaningful contribution to the industry.

**ACADEMIC QUALIFICATION:**

**Bachelors in Commerce from KARACHI UNIVERSITY 2003-2005.**

**H.S.C (Pre-Eng.) from Govt. National College 2000-2002**

**Matriculation (science) from St. Peter High School, Karachi. 1998-2000**

**WORK EXPERIENCE:**

**(December 01’2018 – Till Date)**

**(Faisal Trading)**

**Accounts Manager/Supervisor**

**Responsibilities:**

* Looks after the Company Complete Accounts till reconciling.
* Also look after the Stock of the company and supervise the labor as well.

**(Jan 05’2015 – Nov 20’2018)**

**Axact**

**Quality Assurance / Brand Management-Supply Chain/Accounts Manager**

**Responsibilities:**

* Looks After the day auction of the vehicle manage them in the appropriate sheets and take follow up on call with the sales team for the pending amount of the vehicle
* Looks after the sales verification of the customer.
* Audit client on daily basis regarding his product.
* Update payment of client on software after confirming with sales agent.
* Look after the bidding announcement of units win by auction from Japan.
* Mapping of unit on their respective brands along with their appropriate Vendor.

**(August 2011 – December 15’2014)**

**(M/S Logistic World Services)**

**Accounts Manager**

**Responsibilities:**

* Log incoming documents from clients, consultants and subcontractor,
* Ensure all documents are archived appropriately.
* Receiving and checking all incoming correspondence and transmittal of drawing & documents.
* Maintaining paper and electronic files (organizing, following up daily routine data and paper)
* Scanning and photocopying
* Maintain Ledger Statement on monthly basis.
* Maintain records of Origin / Vendors Invoices through record ledger manually to follow up for the outstanding balances with the Customers / Agents.
* Follow up the operation department for any pending Invoices.
* Looks after the A/C Receivable & A/c Payable ledger.
* Maintains Accounts Files, Petty Cash Handling, Issue & Posting Debit/Credit Vouchers.
* Cheques Collection and Depositing in Bank, Bank Reconciliation, Maintain Bank Vouchers, Statements.
* Also Looks after the Tax Matters of the Company.
* Above all look after the company independently.
* Maintain records of Origin / Vendors Invoices through software (CLIMAX) also record ledger manually to follow up for the outstanding balances with the Customers / Agents.

**(April 2004 – July 2011)**

**(M/S Yahya Enterprises)**

**Assistant Accountant**

**Responsibilities:**

* Maintain Cash Book, General Ledger, also have good command over the Software such

as (Cleantouch&Quick book) used for the purpose of maintaining records in the books of Sales Tax.

* Follow up the operation department for any pending Invoices.
* Looks after the A/C Receivable & A/c Payable ledger.
* Maintains Accounts Files, Petty Cash Handling, Issue & Posting Debit/Credit Vouchers.
* Cheques Collection and Depositing in Bank, Bank Reconciliation, Maintain Bank

Vouchers, Statements.

* Weekly and Monthly Progress reports
* Power Point Presentations
* Letters, applications & transmittals, Phone Directory
* Management of meetings and business trips
* Maintain Ledger Statement on monthly basis.
* Also Looks after the Tax Matters of the Company.
* Have good command over MS Office for making all kinds of documents of Import/Export for the company. Also have little knowledge about the Sales Tax work to prepare Refunds at the end of the month.
* Have very good knowledge of Internet, also being working in an Indenting Department of Import/Export have the knowledge of indenting how to make offers to other countries of the world also to expand the sale of our company Locally & Internationally in the market and to get more and more buyers and suppliers for the company.
* Have the capability to look after the documentations of Import and Export of the company and to prepare GD (Goods Declaration) by using software or by preparing it online through PACCS, also have knowledge of filing the records in a proper way that can easily be found at the time needed.
* Have also look after the Stock Inventory of the company to maintain the updated stock and the amount of stock bought or sold by the company is under my control, to prepare Bilty, Gate passes along with all the other work as have mention above.

**LINGUISTIC SKILL:**

* Excellent Oral & Written English communication skills.
* Beginner Oral Arabic Communication Skills.

**COMPUTER SKILL:**

* OS: Windows Vista, 7 and Windows 10.
* Microsoft Office 2010 and Advance
* Documents / Letters / Transmittals correspondence / Invoicing.

**PERSONAL INFORMATION:**

Father’s Name : Sheikh Saeed Ullah

Nationality : Pakistani

Marital Status : Married

Date of Birth : October - 08 – 1982

CNIC : 42101-7500817-9

**Response:**

Documents to be furnished on request.