**Zeeshan Zahid**

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**CAREER ASPIRATION:**

To work in well-established and reputed national and international business organizations, in their accounts and finance departments, to utilize knowledge and talent, for achieving personal as well as organizational goals. To further enhance and utilize the knowledge and experience gained, to bolster the financial position of the organization.

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| **Work Experience** | **Education** |

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| 1- | **Sr Accounts Officer**  Oct 2018-Present Islamabad  **Falcon Management Company**  **Sector**: Back Finance Office (Falcon Holdings USA)  Accomplishments  Prepared FY2020 budget for the group & developed processes for third party sales (Uber Eats) reporting using advanced excel techniques with Supervisor.  Routine Tasks:  Preparation of weekly sale, food cost & Inventory report, Daly sale & deposit verification, Monthly Closing accounts of different entities: preparing o accruals, payroll & OPEX processing, posting sales JEs in ERP system, Preparing and reporting of P&L statements and resolving queries received from CFO & VP finance.  **Certification** |  | **ACMA (Finalist)**  *Institute of cost & management of Pakistan Islamabad*  **MBA Finance**  Awarded by: NUML University | Pakistan.  Studied at: *National university of Modern languages,*  *Pakistan* (2013- 2017)  **Bachelor of Commerce (**B.COM)  Awarded by: Punjab University | Pakistan  Studied at: Punjab College of Commerce Rawalpindi.  (2008- 2010) |
| 2- | **Audit & Tax Associates**  April 2018- August 2018 Islamabad  **Waqas Shabbir & Co (**Chartered Accountants**)**  **Sector**: Audit Firm  Accomplishments  Successfully Complete audit with unqualified report of  “D4 Interactive (Private) Limited”, also help for the development of financial software for client.  Routine Tasks:  Registration of Companies by SCCP, preparation of payroll sheets of different clients and calculate salary tax, income tax file return of different clients, Deal matter of tax registration of clients with FBR and SECP | **Skills** | 1. Oracle-e**-**Business Suite Fixed Assets Advanced” 2. Advance Excel. 3. Microsoft Dynamics GP 2015. |
| 3- | **Accounts Officer**  Jan 2016- April 2018 Rawalpindi  **Citylink Engineering & Services**  **Sector**: Telcom Equipment’s Suppliers  Accomplishments  Preparing & maintain of daily financial transactions, petty cash, handled bank accounts, letter of credits, and financial statements. | **Interests** |  |
| 4- | **Accounts Officer**  April 2015- Dec 2015 Rawalpindi  **Al-Hamra Biz Group**  **Sector**: General Suppliers  Accomplishments  Involved in preparation of Job costing and budgeting with  maintenance of accounts and bank accounts. |  | Reading, Cricket, Listen Music, Travelling |