

Syed Haider Hussain Rizvi



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2 Phase VI Karachi

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Objectives

Seeking a growth oriented position in accounts / finance where I can further develop and utilize my skills / experience in a managerial capacity while making a significant value addition to the organization.

Professional Experience

Organization

Organization Type

Designation

Tenure

Location

Area(s) of Experience

Management Association of Pakistan

Service Provider

Senior Accountant

March 2019 To Present

Karachi, Pakistan

Annual audit experience with EY Ford Rhodes (Individually), Preparation of Financial statements on monthly basis, Implementation of MIS software, Bank Reconciliation, Receivable reconciliation, Parties Payments & deduct tax timely deposited into bank, Issuance of With holding certificates to parties, Quaterly Income tax 165 statement filing, e-filing of Sales tax at SRB portal, E-filing of Annual Income tax return, Submission of SECP statutory reports as per Companies act, Compliance with FBR, SECP & SRB), Maintain Petty Cash Account, Maintain Fixed Asset Register, Preparation of Staff Salaries, Working in EOBI portal & timely deposited into Bank, Coorespondance with banks & financial institution for investment rates, Prepare & file all types of vouchers.

Organization

Organization Type

Designation

Tenure

Location

Area(s) of Experience

Indus Pencil Industries

Deer Pencil Manufactures/Biscuit Manufactures

Accounts Officer

Feb 2015 To March 2019

Karachi, Pakistan

Bank position ,Bank Reconciliation, Bill receivable Reconciliation, Fixed Asset Register, Prepare all types of Vouchers, Physical Stock taking on monthly Basis, Price volume analysis statement, Purchase (Local & Import) reconciliation, Reconciliation related to sales tax return, E-filing of Sale tax return (FBR & SRB) on monthly Basis.

Organization

Organization Type
Designation
Tenure
Location
Area(s) of Experience

Thredz

Garments Manufacturer
Accountant
Dec 2013 To Jan 2015
Karachi, Pakistan
Maintaining cash books, ledger posting, checking sale list daily, maintaining the records of advances & loan.

Organization

Organization Type
Designation
Tenure
Location
Area(s) of Experience

Baluchistan Engg. Works Ltd. (Dawood Group Company)

sister Company of **DYL-Motorcycles Ltd.**
Automotive Parts Manufacturer
Costing Officer/Internal auditor
Feb 2013 To October 2013
Posting in Hub - Baluchistan (H.O. in Karachi)
Working in the capacity of Internal Auditor Reporting to Director, Deputy Manager, and Assistant Manager. Manage Inventory in System (VB Application & Dot Net) & reconcile from plants Inventory reports.

Brief Responsibilities :

- Internal Audit Monthly basis.
- Physical Stock Audit
- Monthly sale report
- Sale return report
- Inventory Monitoring OFFICER
- Monitoring Goods receive In to Out process
- Rejection report Monthly & Monitoring
- Manage Consumable reports Monthly
- Manage Item ledger
- Reporting to head of Departs.
- Manager General Store Inventory
- Manager Vendor Parts Inventory

Organization

Organization Type
Designation
Tenure
Location
Area(s) of Experience

TIN SCHOOL OF EXCELLENCE

School
Accounts Officer/ Software Operator/Data entry officer
Jan 2012 To Jan 2013
Karachi, Pakistan
Maintaining students records and fees on net based software Beldensolution.co.uk

Organization

Designation
Tenure
Location
Area(s) of Experience

Askari Bank

Internee
AUG 2011 to SEP 2011
Karachi, Pakistan
General banking, bills postings, accounts

Academic Education

Sr.	Certification Degree	/ Institution / University	Specialization Major	/ Passing Year
1	MBA	KASBIT	Finance	2015
2	BCOM	Karachi University	Commerce Division	2 nd 2012
3	HSC	Govt Islamia Science College	Pre-Eng grade	“ C “ 2008
4	SSC	Habib Public School	Science grade	“ A “ 2006

Professional Achievements

Sr.	Description of Activities
1	SKILL DEVELOPMENT COUNCIL/PAK COLLEGE One year diploma in Advance diploma information technology
2	INNOVATIVE INSTITUTE OF TRAINING & DEVELOPMENT ADVANCE EXCEL

Computer Skills and Other Abilities

Sr.	Skills & Abilities	Proficiency Level	Last Used / Practiced
1	Word Processing	Excellent	Currently Using
2	Soft Presentation	Above Average	Currently Using
3	Outlook Express	Above Average	Currently Using
4	Spread Sheet	Good	Currently Using
5	Budgeting and Forecasting	Average	Currently Using
6	V.B. Based Systems	Above Average	Currently Using
7	Peachtree Complete Accounting	Good Knowledge	Training completed
8	Tally	Good Knowledge	Training completed
9	Quick Book	Good Knowledge	Training completed

SOCIAL ACTIVITIES

Sr.	Description of Activities
1	Playing Games – Cricket , Football, Badminton, Athletics, Indoor games
2	Physical activities – Gym

PERSONAL PROFILE

Father's Name	Syed Shabbir Hussain Rizvi (Late)
Date Of Birth	21 Oct, 1990
Nationality	Pakistani
CNIC No.	42101-4265559-7
Religion	Islam
Language Competency	Urdu, English

References

Will be furnished upon request