

# Syed Junaid Shah



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## Objective:

To be involved in work where I can utilize skills and creatively involved with system which results effective contribution to the mutual growth.

## Educational Qualification:

➤ Matriculation	General	2011	Prince Garden School
➤ Intermediate	Commerce	2013	S.M Arts & Commerce Collage
➤ Graduation(B.com)	Commerce	2020	Benazir Bhutto Shaheed University

## Other Qualification:

➤ Information Technology	2017	Aptech Computer Education (IT)
➤ Certificate in Web-Designing	2014	Ebrahim Jamal Institute (IT)

## Professional Skills:

- Proficiency Microsoft Office
- A positive, energetic and committed attitude towards work
- Implementation in **Oracle based Accounts Finance software (ERP)**
- Prepare & Submit Sales Tax **Annex-C** on **FBR**
- Works on **SIDAT HAYDER (ERP)**
- Working On **SAP S/4 HANA** Module

## Duties/Responsibilities:

- Interface with bankers, Tax consultant, communicate effectively with vendors and cross-functional departments.
- Oversee the daily operations and sales, purchase and financial activities of business entity
- Preparing financial documents such as Invoices, Accounts Payables/Receivable.
- Provides financial information to management by researching and analyzing accounting.

## Experience:

- Volunteer in Presidential Initiative Artificial Intelligence & Computing (PIAIC).
- Works in **SHEEBA POLYBAG PRINTER** as a **Jr. Accountant** (Dec-2017 to June-2021).
- Works in **EPLA Laboratories** as a **"Accounts-Receivable Officer July-2021 February 22)**
- Working in **Imtiaz Store-HO** as a **"Accounts-Payable Officer" February 4 2022).**