

ROMAISA YOUNAS

Address: MC-813/A, Green Town, Shah Faisal Town Karachi

Tel #: (Res.) 0333-3211512

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OBJECTIVE

Looking for a challenging career to excel professionally and academically by joining a professional organization where my abilities could be groomed and enhanced.

EXPERIENCE

- **Uni - Tiech Pharmaceuticals**
Finance Executive

April,2022-Present

- Perform a daily bank book for the general ledger in order to ensure discrepancies are identified, resolved and that accounting statements remain consistent.
- Ensure that Payment Packages are Complete and Accurate before Processing of Vendors/Suppliers and Contractors.
- Ensure that Vendor/Suppliers, Staff and Sub-recipients Cheques are Prepared on time and supported with Completed Documentation.
- Dispatched the Debited Notes issued to the Vendor.
- Ensure that a copy of bank Deposit must be attached with the bank Receipt Voucher.
- Verified vendor accounts by reconciling months statements and related transactions.
- Coordinate with the Purchase Team for Due Payment Updation and Advance Payment Bills.
- Keeping the Record of the Cheques Signed and Dispatched.
- Prepare the monthly bank reconciliation statement.
- Ensure that data is posted on a daily basis,Financial information is processed accurately and reliable reports are generated timely.
- Prepare a Monthly Payment Voucher of salaries and Calculate the Salary tax deduction and Prepare Challan of salary tax on monthly basis.
- Reconciliation and Identification of Payment Regarding salaries or Unpaid Salaries on a Monthly basis.
- Preparation of Miscellaneous Petty Cash Expense Vouchers.
- Maintaining and Reconciliation of the Details Regarding Advances to Employees against Salary or Expense.

- Preparation of Details Regarding Taxes withheld at the time of Payment to Suppliers, Contractors and Employees.
- Preparing Monthly withholding Tax Challan on Federal Board of Revenue(FBR) and Deposits of Taxes as per rule on a monthly basis.
- To Check Active or Inactive Taxpayers (income Tax & Sale Tax) with NTN/CNIC.
- Assigning Tax code a/c to Vendor Status(e.g Filer/non filer)
- Provide the withholding Tax certificate to the vendors.
- Provide Supporting Documentation for audit.
- Keeping Record and Preparing Documentation of Insurance Policies.
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- **PIA** **December, 2020-Jane, 2021**
Finance and Supply chain Intern
 - Responsible for observing activities regarding banking reconciliation in Oracle ERP, document preparation- cheque summary and petty cash sheet, sale tax and supply chain operation in oracle.
- **Mob shah Group USA** **September, 2015-July, 2019**
E-commerce Manager at Mob shah Group
 - Make orders in Everest software form sales portals like Sears, eBay, Amazon, Walmart Etc.
 - Settle order/purchase order
 - Update status of order on portal/add/update product on portals
 - Update physical inventory with the help of warehouse Manager
 - Find a new sales portal, establish an account and add products.
 - Process payment by credit card like PayPal, authorize.com
 - Handle order delay communication, refund/credit
 - Making and Manage Price List on Excel
 - Make price list on excel and conduct vendors and make USPS labels

QUALIFICATION

MBA (Finance)	2021	Karachi University (2.5 year)
BS (Statistics)	2013	Federal Urdu University of Arts, Science and

Technology Gulshan-e-Iqbal Campus Karachi

Inter (Pre-engineering) 2008

Khursheed Govt. Girls College

Metric (Science) 2006

White House English School

COMPUTER SKILLS

- Minitab software
- SPSS software
- R software
- ITSM software
- Eview's software
- Everest Software
- Advance Excel
- Peachtree Software

TYPING SKILLS

English

PERSONAL INFORMATION

Father Name: Muhammad Younas

D.O.B: March 30, 1993

N.I.C: 42201-5550066-6

Gender: Female

Religion: Islam

Nationality: Pakistani

Marital Status: Single

REFERENCES

Will be humble furnish on demand.

Insha'Allah you will certainly welcome a hardworking and willing full person.

