

# **AAMIR ALI SHAIKH**

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## **OBJECTIVE**

To seek excellence in profession, growth in career and be associated with a reputable and flourishing organization, where I can use my abilities, education, experience and interpersonal skills to its best advantage and get the opportunities to learn.

## **EDUCATION**

### **L.L.B 2022 (First Division)**

(S.M.LAW COLLEGE University of Karachi)

### **MBA (Finance)2015 (CGPA 3.333)**

(University of Karachi)

### **B.Com 2011 (First Division)** (University of Karachi)

### **Intermediate(commerce) 2009 (First Div)**

(Intermediate Board of Karachi)

## **EXPERIENCE**

### **RZ & SONS**

#### **ACCOUNTS EXECUTIVE**

##### **(2019 - to Present)**

Drafting, Tender costing for Bid and Feasibility reports of different projects  
Accounts Receivables, Accounts Payables, Billing, Invoicing and Ledger reports  
Petty cash management  
Bank Reconciliation and other Bank Matters.  
Timely payments of Utility Bills and other Bills of all over company.  
Check daily expenses reports of projects and offices.  
Handling Salary Advances and loans and Checking and making salaries and distribution as well.  
Examine Financial data for accuracy and Inspect Accounts  
Create reports and Identify ways to reduce costs  
Assess Financial Operations to increase revenue.  
Maintain and record Operational cost of Projects and cost of company's assets

### **DEPLOY PVT LTD**

#### **ACCOUNTANT (2018 - 2019)**

Accounts Receivables, Accounts Payables, Billing and Invoicing.  
Bank Reconciliation and other Bank Matters.  
Timely payments of Utility Bills and other Bills of all over company.  
Expense reports of offices.  
Salary Advances and loans and Checking and making salaries and distribution as well.  
Examine financial data for accuracy and Inspect Accounts  
Create reports and Identify ways to reduce costs  
Assess Financial Operations to increase revenue.  
Maintain and record Operational cost of Projects and cost of company's assets  
Drafting.

## **WALKEAZE**

### **ACCOUNTANT (February 2012 - June 2018)**

Track and collect Payments of online Business (Ecommerce) from leopards and Stallions online  
Accounts Receivables, Accounts Payables, Billing and Invoicing.  
Bank Reconciliation and All other Bank Matters.  
Timely payments of Utility Bills and other Bills of all over company.  
Checking daily sales and expense reports of all branches and offices.  
Checking All Merchant Machines Sale and payments by bank time to time.  
Handling Salary Advances and loans and Checking and making salaries and distribution as well.

Examine financial data for accuracy and Inspect Accounts

Create reports and Identify ways to reduce costs Assess Financial Operations to increase revenue.

### **Purchase and Billing Officer (May 2014 - January 2016)**

Billing of suppliers and Make new vendor and product with detail for record

Changes in prices for demand, discounts and sale in branches

Compare and evaluate offers from suppliers and negotiate pricing

Track and check purchase orders and ensure timely delivery

Review quality of purchased products and purchase return if defective items supplied by vendors

Enter order details and Printing Barcodes (e.g. vendors, quantities, prices) into internal databases

Maintain updated records of purchased products, delivery information and invoices

Prepare reports on purchases, including cost analyses

Monitor stock levels and place orders as needed

Coordinate with warehouse staff to ensure proper storage

### **Transfer and Replenishment Associate (February 2012 - April 2014)**

Transfer and replenishment of products to different branches of walkeaze and control inventory remotely

### **OTHER SKILLS/COURSES/CERTIFICATES**

- MS.Office
- E.commerce
- ERP SAP
- Freelancing
- QuickBooks
- Photoshop
- CMA (Seminar Certificate of Finance Studies)

### **MORE INFORMATION**

#### **Hobbies/interest**

Read Newspaper and Books

Play Cricket and Football

### **PERSONAL INFORMATION**

- |   |                |                            |
|---|----------------|----------------------------|
| ○ | Father`s Name  | Muhammad Riaz              |
| ○ | N.I.C Number   | 42201-4399397-7            |
| ○ | Date of Birth  | 25 <sup>th</sup> July 1992 |
| ○ | Place of Birth | Karachi                    |
| ○ | Religion       | Islam                      |
| ○ | Nationality    | Pakistani                  |
| ○ | Marital Status | Single                     |
| ○ | Domicile/PRC   | Karachi, Sind              |
| ○ | Passport NO.   | HW5193971                  |

### **REFERENCES**

Will be available on request