



Zeeshan Mehmood

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Summary

To prove myself a valuable asset to the organization of my experience ability to work under any working environment, confidence and coordination if given an opportunity with gross working procedure the highest levels and the best interest to passes the skills and to work long duration with an a team.

Work experience

Supply Chain Coordinator

2022-04 - Present

Matrix Private Limited

Sale orders & Purchase Order, Delivery Orders, Invoices, Stock Management, Customer & Item Creation, Monthly Reporting, Dispatch Tracking, Bank Correspondence

Accountant

2021-08 - 2022-03

Style Technologies

Manage all company accounts. Invoices. Billing. Inventory. Manage cash flow .Coordinate with Banks . Quick books. Record keeping. Maintaining Keys.

Accountant

2020-12 - 2021-07

Athar's Marketing

Manage all company accounts. Manage booking Details. agreements. Generate files .Manage cash flow
Coordinate with Banks

Accountant

2015-04 - 2020-11

TAHIR AND BROTHERS

- Cash Handling • Quick Books • Maintaining Ledger
- Invoices • Bank Dealing

Accounts Assistant

2011-11 - 2013-12

ELECTROLINK

- Cash Handling • Quick Books • Maintaining Ledger
- Invoices

Education

Certification

dec 2011 - mar2012

super Tech institute of Computer sciences
Computer Diploma 3 months

Bachelors

- 2009-11

University of Punjab

Bachelors - 2009-11
University of Punjab

Intermediate

- 2006-08

Asghar Mall degree

Asghar Mall degree college. - 2006-08

FSC Pre-Engineering

Math's, Physics, Chemistry

Matric

- 2006-01

Glorious English school

Matric 2006

Glorious English school

Science

Skills

SAP

 Delivery Order invoices Sale and purchase orders Inventory and reports


Quotations

 Making Quotations .

Maintaining Stock

 Maintaining stock all items and recording in Quick books.

Accounting

 Cash position, invoices and receipts, income and expense ledger, bank dealings . maintaining records.

Cash Handling

 cash summary, handling cash, cash deposit in bank. etc

Software: Quick Books

 works on quick book, oracle ,my sis software, ms excel

Languages

Punjabi

 very good speaking and writing.

Urdu

 very good in speaking and writing.

English

 very good in writing and speaking.