



Syed Muhammad Sajjad Mehdi



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House No. L-65, Block-15, Federal B. Area, Karachi.

OBJECTIVE

Seeking a senior level position in a well-known and professional environment, which would enable me to further develop professionally through enrichment of experience, put to effective use my analytical and task management skills and allow the benefits of my qualification and experience for the development of the organization.

ACADEMIC QUALIFICATION

- **2010** Bachelor's Degree in Commerce from (**Karachi University**).
- **2007** Intermediate (commerce) from Inter Board of Education Karachi.
- **2005** Matriculation (Science) from Secondary Board of Education Karachi.

COMPUTER SKILLS

- Microsoft Office 2010
- Advanced Excel & Peachtree

JOB EXPERIENCE

Organization : **BEACONHOUSE SCHOOL SYSTEM**
Designation : **SR. OFFICER ACCOUNTS**
Period : January 2013 till date.
Responsibilities : INVOLVED IN THE FOLLOWING:

- ✓ Ensures the integrity of accounting information by recording, verifying, consolidating, and entering transactions.
- ✓ Prepares and records asset, liability, revenue, and expenses entries by compiling and analyzing account information.
- ✓ Maintains and balances subsidiary accounts by verifying, allocating, posting, and reconciling transactions and resolving discrepancies.
- ✓ Maintains general ledger by transferring subsidiary accounts, preparing a trail balance, and reconciling entries.
- ✓ Completes external audit by analyzing and scheduling general ledger accounts and providing information for auditors.
- ✓ Avoids legal challenges by complying with legal requirements.
- ✓ Preparing capex and procurement efficiently.
- ✓ Perform annual budget (OPEX) forecast and consistently work on cost reduction ensured compliance with holding Sale Tax and implementation.
- ✓ Preparation & making E.O.B.I. of all staff on monthly basis.
- ✓ Maintain & track all fixed asset record including ICT gadgets.
- ✓ Organize and arrange all indoor & outdoor school events & activities throughout the year.
- ✓ Experienced in all payroll related administrative tasks and responsibilities.
- ✓ Maintained records relevant to the specific vendors & keep filing upto date with all relevant document.
- ✓ Hiring of all staff members and preparing their record in file.
- ✓ Preparing & finalize students annual projection helping to meet the annual admission target.

Personal Details

Father Name
Syed Haider Mehdi

Date of Birth
August 16,1989

Religion
Islam

Marital Status
Married

Nationality
Pakistani

Top Skills

Hard Skills:

- Financial modeling & reporting.
- Data mining & analysis.
- Financial accounting.
- Business valuation.

Soft Skills:

- Observation.
- Decision making.
- Communication.
- Multi-tasking.
- Enter person skill.
- Problem solving.

Reference

Reference will be furnished on demand.

JOB EXPERIENCE

Organization : **DADABHOY INSTITUTE OF HIGHER EDUCATION.**
Designation : **ACCOUNT OFFICER**
Period : March 2011 to Jan 2013.
Responsibilities : INVOLVED IN THE FOLLOWING:

- ✓ Prepare daily student fees record.
- ✓ Daily collection of student voucher and bank statement.
- ✓ Reconciliation of bank statement.
- ✓ Prepare work load of visiting faculty.
- ✓ Prepare monthly salary statement of all staff members.
- ✓ Assist in the strategies planning of **ACCOUNTING**.
- ✓ Review of accounting and internal control system of Institute.
- ✓ Review and Reconciliation of specific portion of accounting.

JOB EXPERIENCE

Organization : **ZUBAIRI & CO.**
Designation : **SENIOR (AUDITOR)**
Period : JULY 2007 TILL MARCH 2011
Responsibilities : INVOLVED IN THE FOLLOWING:

- ✓ Operational planning of the audit engagement.
- ✓ Review of accounting and internal control system of client.
- ✓ Frequent liaison with the client before and during the audit.
- ✓ Assistant in planning strategies for audit.
- ✓ Dealing more than 40 clients during job period.
- ✓ Trainee of Audit Internees

OTHER ACTIVITIES

- Reading (Newspaper & Magazine)
- Internet Browsing
- Sports