



BEHROZ NADEEM

ACCOUNTS & FINANCE

My goal is to work in a dynamic and competitive business environment, which challenges me to take on responsibilities and rewards me with opportunities for growth. I aspire to leverage my academic background, personal potential, and skillset to achieve predetermined targets and advance my personal development.

PERSONAL INFORMATION

Nationality

PAKISTAN

Date Of Birth

20-OCT-1996

Marital Status

Singal

Phone

03032889886

Email

behroznadeem091@gmail.com

Address

Plot #113 sector 51-B Korangi no.6 ,karachi

Education

2023

KARACHI UNIVERSITY

B.com Part II (in-process)

2016

SINDH HIGHER SECONDRY EDUCATION

Intermediate

Expertise

- RECONCILIATION
- MS OFFICE

Language

English (Basic)

Urdu

Experience

2022 - 2023

KHAN BROTHERS ,KARACHI | PAKISTAN

ASSISTANT ACCOUNTANT

- Record maintaining & filing
- Payment to vendors & suppliers
- Reviewed general ledger entries and assessed accuracy.
- Monitored status of accounts receivable and payable to facilitate prompt processing.
- Checked general ledger entries to increase accuracy, prevent significant errors and identify adjustments.
- Monitored status of accounts receivable and payable to facilitate prompt processing

2019 - 2022

LEVEL-3 (FORMARLY ZARA MOBILITY) KARACHI |PAKISTAN

Officer In Finance, 2019 - 2022

- Cash Reconciliation
- Cart Reconciliation
- Data Entry
- Data Extraction
- Email Corresponds
- Live Operation which includes cash movement of 600 retail outlets, Identification and reporting of error and fraudulent activities by the field staff.

3-month (2019)

LEVEL-3 (FORMARLY ZARA MOBILITY) KAEACHI | PAKISTAN

Trainee Accountant

- Working as a M.T.O
- In Finance Department Bank Deposits Section
- Completed financial reports, providing insight into performance, operations and cash flow.

Reference

will be furnished on demand