**Khurram Shahzad**

**Address:**

Khurram Medicine Company , Saeed Bazar Sillanwali

District Sargodah.Pakistan.

Phone : +092 3144919128 , +092 3443629365

Email: [Khurram1202@gmail.com](mailto:Khurram1202@gmail.com)

**Career Objective :**

**Qualification :**

* MBA in Finance 2018

**14 Year Experience in Finance & Account:**

**Attock Petroleum Limited:** (April 2012 to Present)

**Designation:** Senior Officer Finance

**Responsibilities:**

* Data Reconciliation at the end of each month.
* Ledger Reconciliation with valued customers.
* Check, Control and verification of Account Receivables & Payable.
* Monthly audit stores, inventory check and control, customer ledgers.
* Preparation and Approval of PUA(Product Upliftment Authority)
* Verification of sales tax invoices and STN (Stock Transfer Notes).
* Reconciliation of all dealers and other clients’ accounts on daily basis.
* Bank Reconciliation Statement, Inventory control and reconciliation.
* Verification of Indents (Retail Outlets).
* Incorporation of receipts into data base.
* Incorporate Debit & Credit Notes into the system.
* Preparation of Consolidated sale summary reports, daily sale reports.
* Well Gripped over credit customer’s report (Short Payment Approval Report).
* Preparation of Bulk Sale customer report.
* Product Movement Reports PMG, FFO on daily & monthly basis.

**H.A Construction (Pvt.) Ltd:** (05 Year)

**Designation:** Assist. Area Accountant

**Responsibilities:**

* Generation of imprest money demad & Cash Management
* Posting suppiers and sub-Contractors bills.
* Posting of all type of vouchwers.
* Bankiing, General Admin & Procurement.

**Projects:**

* Mobilink Telecom MSC (Main Switch Cerntre Faisalabad)
* Warid Telecom MSC (Main Switch Centre Faisalabad)
* Bank Alfalah Ltd. 03 Branches at Faisalabad
* Warid Telecom MSC( Main Swith Centre Faisalabad)
* Bank Alfalah Ltd. Premanent Branch Gujranwala.
* Sialkot International Airport Project.

**Sakhi Pharma (Pvt.) Ltd**. (01 Year)

**Designation** : Accountant

**Job Resposibilities**.

* Preparaion and posting of all type of vouchers.
* Cash Management & Bank Dealing.
* Sale Order, Shipping , Invoicing, Accounts Receivable and receipt of payments.

**Khurram Medicine Co**. (01 year )

* Cash Management & Monthley Audit & Stock taking.

**Accounting Skill**

* Expert in oracle based application **E-Suit.**
* Expert in well known computerized financial accounting sortware named as **Quick Book Pro**.
* Expets in Casting software named as **Number Cruncher and All Order**.
* Posting of Accounts data in computerized **ERP Online Oracle** based Financial Accouting Software.
* Well known about Microsoft Office, and particularly accounting work at **Microsoft Excel**.

**Personal Profile**

* CNIC # 38405-7894894-1
* Date of Birth : 13-11-1983
* Nationality : Pakistani
* Carrier Interests : Accounts & Finance