

HAFIZ MUHAMMAD ZUBAIR ZIA



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Mohallah Sultan Pura, Sheikhpura •

Professional Summary

I am a self-motivated, friendly accounting professional with 5+ years of experience handling financial information for organizations. My strong mathematical reasoning and attention to detail allow me to sort through complex information and develop accurate reports. I am a highly meticulous person with strong time management and selective attention abilities. I am passionate about analyzing information, working with computers and providing detailed reports to supervisors.

Experience

Mavra Ghee Industries (Pvt) Limited (2015 to Date)

Lahore, Pakistan

Mavra Ghee Industry was established in 2015 with the brand name of "SAMAR" having products, Ghee, Cooking Oil & Soap with the monthly production of 1500-1800 ton.

Assistant Manager Accounts (Jan 2020 – Date)

- Coordinate the full month end procedure, including preparation of balance sheets, income statements, and trial balance statements.
- Preparing asset, liability, and capital account entries by analyzing account information.
- Ensure accuracy of revenue and expense accounts.
- Prepare general ledger and journal entries analysis.
- Supervise junior accountants and monitor their work daily.
- Assist junior accountants in preparing month end reports and monthly bank reconciliations.
- Analyze the company's expenditure and benefits.
- Cooperate with internal and external auditors.

Import Officer: (Jan 2017 – Date)

- Letter of Credit Processing (Import Oil) (storage, verification releasing bulk oil shipments) checking all data and processes regarding import.

Accounts Payable Specialist: (Jan 2018 – Date)

Objective: Technically skilled accounts payable specialist responsible for processing over thousand invoices per month. Key strengths include

- Excellent attention to detail coupled with strong organizational skills ensures a streamlined and efficient payment process.
- Proven ability to maintain precise records and proficient in a number of accounting applications.
- Proven ability to establish good working relationships with diverse vendors and service providers.
- Proactive approach evident in extensive upgrade of control procedures and improved audit results.

A hard worker with strong vendor relations and communication skills.

My Key Responsibilities Included:

- Verify and process all accounts payable documents of various companies.
- Monitor payments and expenditures.
- Reconcile 600 vendor's accounts.
- Negotiate payment terms with vendors/suppliers.
- Resolve invoice discrepancies.
- Process credit memos.
- Manage vendor issues & updated vendor files.
- Maintain the general ledger.
- Calculate and Record Tax Properly
- Perform month end account analysis.
- Generate and distribute monthly financial reports.

Accounts Payable Clerk: (Jan 2015 – Dec-2017)

- Reviewed and matched invoices.
- Processed invoices and generated checks.
- Verified and processed employee expense reports.

- Communicated with vendors.
- Researched invoice discrepancies.
- Monitored payment status of accounts.
- Assisted with month end closures.
- Provided general support to the Accounting Department.

Accounts Receivable Specialist: (July 2018 – Date)

Objective: Self-motivated and technically skilled accounts receivable specialist with experience in managing over accounts. Key accomplishments include

- Excellent organizational and problem-solving skills ensure a streamlined and efficient billing system.
- Proven ability to maintain precise records.
- Proficient in a number of accounting applications.
- Good understanding of general accounting procedures
- sound knowledge of collection and claims procedures

My Key Responsibilities Included:

- Monitor and administer over 1,200 customer accounts for this company.
- Prepare customer's statements, bills and invoices.
- Research and analyze accounts.
- Generate weekly aging reports.
- Determine payment schedules with customers.
- Contact delinquent customers to secure payment.
- Prepare accurate monthly billing adjustments.
- Investigate and resolve billing and account discrepancies.
- Manage and resolve customer inquiries.
- Compile data and prepare monthly reports and statements.

Accounts Receivable Clerk: (Jan 2016 – June-2018)

- Prepared, printed and mailed statements.
- Followed up and allocated payments.
- Performed daily reconciliations.
- Resolved accounts receivable issues with customers.
- Obtained credit information on customers & monitored credit limits.
- Assisted with month-end closing.

Education

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|--------------------------------|-----------------------------------------------------|
| ➤ Master of Commerce (M.Com) | to be continue. |
| ➤ Bachelor of Commerce (B.Com) | Allama Iqbal Open University Islamabad. |
| ➤ DAE (Mechanical) | Punjab Board of Technical Education Lahore. |
| ➤ Matriculation (science) | Board of Intermediate & Secondary Education Lahore. |
| ➤ Hifz-ul-Quran | Madrassa Tul Madina (Faizan-e Madina Sheikhpura). |

Certificates

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|------------------------------------------------------|----------------------------------------------------------------------|
| ➤ Computerized Accounting, Book Keeping & QuickBooks | (LVTC Lahore Chamber Of Commerce & Industries). |
| ➤ Certification in Information Technology | (Institute of Information Technologies and Business Administrations) |
| ➤ Graphic Designing | (Ministry of Information Technology & Telecom (DIGI SKILL.COM)). |

Core Competencies

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|----------------------------------------|------------------------|
| ◆ Organizational and planning skills | ◆ Communication skills |
| ◆ Information gathering and management | ◆ Decision-making |
| ◆ Problem-solving | ◆ Attention to detail |

Additional

Technical Skills: MS-Office (Word, Excel & Power Point), In Page, ERP SAP, QuickBooks, Data Entry and Management, knowledge of key Accounting principles and procedures, knowledge of fair Credit Reporting Act and Fair Credit Billing Act, knowledge of IRS reporting rules.

Languages: English, Urdu, Punjabi.