



Sheraz Ahmad

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Address = ChahJhandi Street Mozang, Lahore.

Introduction:

My passion is to lead the global market in the field of business where I can use my strong analytic, detail-oriented and interpersonal skills along with my exceptional common sense to improve services and products, reduce costs and lead times, delight customers and help and mentor others from accounting point of view, while engaging in new challenges and learning experiences.

CORE COMPETENCIES

Accounts specialist with unique insight and cross-cultural communication skills with great passion of accounting management such as accounting cycle:-

- Corporate Communication
- Team Work
- Motivation
- Integrity
- Initiative
- Problem Solving
- Punctuality

PROFESSIONAL EXPERIENCES

PWarda Designer Collections (Pvt Ltd)
Accounts Executive & Payables

(14 Oct 2019 –Present)

Duties & Responsibilities:

- Huge flow of vendor Payments.
- Monthly Rent Payment of Outlets.
- Daily Direct Deposit of Parties on cash
- Parties Reconciliation
- Present the record to audit on monthly basis
- Use the ERP AX-12 for payments
- Deduction of WHT at the time of vendor payment.
- Commission payment to Sales Staff via Cheques.
- Make the Pay Orders
- Make the RTGS.
- Coordination with Banks for feedback.

Blesso Cosmetics & Keune
Accounts Executive

(9 Sep 2015 –4 Sep 2019)

Duties & Responsibilities:

- Directly involved in orders processing & invoice creating through ERP System.
- Prepare the Fortnightly aging report of Vendors and Present to CEO for Payment plan Instruction.
- Prepare the aging report of Debtors.
- Proceed the Sales Staff Salaries.

- Update the Parties Ledgers.
- Vouchers Processing on daily basis.
- Reconcile the company balances with Bank Statement.
- Check & verify the parties' claims.
- Tally the stock on daily basis with store & ERP System.
- Physical Stock Tacking at any time with store.
- Sales team incentives processing.

Excel Freight Systems Pvt Ltd.
Executive Accounts

(11 Feb 2011 – 5 Sep 2015)

Duties & Responsibilities:

- Sales tax return filling on monthly basis.
- Monthly closing of Sea Export P&L.
- Monthly closing of Air Export P&L.
- Check & verify the sale report fortnightly.
- Prepare the Bank Reconciliation on monthly basis. (HBL,NIB,MCB,FBL)
- Prepare the International Debit Credit Notes.
- Make the Detail Sales Incentives.
- Bonus Processing of all regional offices and Head Office.
- Tally the accrued ledgers on monthly basis
- Vouchers processing as per requirement. (CPV,CRV,BRV,BPV,JV)
- Any other report required by the Management.

EDUCATION

University of Sargodha, Pakistan

Master of Commerce

2008-2011

Specialization:Finance

University of Punjab, Lahore, Pakistan

B.com (IT)

2006-2008

Lahore Board

I.com

2004-2006

Lahore Board

Matriculation (Science)

2002-2004

PERSONAL INFORMATION

Father's Name Muhammad Sarfraz

Date of Birth 19-12-1987

Religion Islam

Domicile Punjab

CNIC 35202-7045343-5

Nationality Pakistani

Marital Status Married

PROJECTS

- Helping hand role to move from customize software to ERP.
- Work on Quick Book Accounting Software.
- Smoothly operate the Visual Fox Pro.

ADDITIONAL SKILLS

- Fluent in Urdu & English
- Proficient in Microsoft Office
- Social networking & Web research.
- Creative, Academic, Negotiation.