

Shahzad Safdar

Mob: 054-4690981

Visa Status: Tourist visa

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PROFESSIONAL OBJECTIVE

To seek an opportunity in a dynamic institutional system offering challenging work environment, where I am able to apply my professional experience and academic knowledge, leading to growth & development of the organization and my career advancement.

PROFILE

- More than five years Business owner and seven years of Accountants, Auditor Finance and Office Management, business correspondence and documentation experience.
- Excellent Communication and Interpersonal skills.
- Detail oriented and resourceful in completion of tasks with ability to multi-task effectively.
- Demonstrated ability to function effectively as a team player as well as working independently to achieve objective.
- Good knowledge of computer management and application.

ACADEMIC QUALIFICATION.

2004	Bachelor of Arts University of the Punjab.
2001	Intermediate Board of Intermediate & Secondary Education Gujranwala.
1999	Matriculation Board of Intermediate & Secondary Education, Gujranwala.

WORK EXPERIENCE

August 2018 Onwards.....	Business Owner (Proprietor) M/s: Raceme Sports (www.racemesports.com) M/s: Knight Ice Apparel (www.knighticeapparel.com)
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Key Responsibilities

Managing all operational Aspects

Managing all operational aspects and manufacturing the products, documents,

analytics, designs, customization, implementation and ship to customers

Having a knowledge deep sense of managing the budget of the business

Strong understanding of customers needs and business strategy

Demonstrated passion for improving products development, and adopting new technology and process.

Highly logical thinker who can work in a team and cross functional environment

Strong analytical and problems solving skills with attention and focus on details

Expertise in application of change management methodologies and training management methodologies
Relevant experience in a strategy role or requirement intake role
Deep knowledge of relevant machines developments
Experience with software launch for business development strongly preferred

3rd March 2009 to

Accountant

4th April 2017

M/s: Queenex Tissues Factory (Abu Dhabi UAE)

M/s: Gulf Sources co. llc. (Muscat, Oman)

(Al Hajri Int'l Group)

Key Responsibilities

ERP and Tally Environment

Managing all operational aspects of accounting (AR, AP, GL, etc.) handle accounts independently.
Perform bank Reconciliation & transaction for bank, cash, journal, and other vouchers
Received cash and check and deposited into bank
Adept with calculating staff payroll, leave salary end of service benefits.
Check disbursement invoices for respective supplier and control customer collection
Follow up on documents that are sent for approvals
Ensure accuracy and completeness of information recorded in the system.
Arrange cash to master and reimbursement of expense claims from HO
Daily base report send to HO and Monthly final reports also perform.
Handle all correspondence of Branch and necessary work done.
Work closely with operations to ensure all invoices for sales and purchases are submitted on time
Check and ensure that all invoices are properly approved and highlight any abnormalities.
Maintain all report for prepare the annual audit
Support and other ad-hoc tasks assigned by the management.
Ensure detailed audit preparation Customer and Suppliers documents file is prepared, prior to any audit engagement
Compiling accurate and timely reports to the assigned Principals in compliance with Principal's guidelines.

1st November 2007

Accountant

25 October 2008.

M/s: BAKAR INDUSTRIES

Malkay Kalan Head Marala Road Sialkot. Pak.

Key Responsibilities

Bank Reconciliation & ledger Account Reconciliation
Making outstanding detail & follow- up.
Maintain Inventory Record on Computer.
Entries of cash Book, Sales Bills & Purchase Bills etc.
Making Checks for parties.
Maintain Ledger for Sales, purchase.
Making Vouchers & Entries in Computer.
Prepare the Employees salary
Cash Handling & Preparation of Day Book.

April 2006
March 2007.

Accountant
M/s: PK Leather Garments
Zafarwal Road Bhatta Mohn Shafi, near old
Chonghi No. 8. Sialkot. Pak.

Key Responsibilities

Cash Handling & Preparation of Day Book.
Maintain Ledger for Sales, purchase.
Making Vouchers & Entries in Computer.
Bank Reconciliation & ledger Account Reconciliation

03 September 2004
05 September 2005.

Auditor
M/s: Times Consulting
1st Floor alfalah Electronics Naseem Hayat
Market # 2 Sialkot. Pak.

Key Responsibilities

Invoice verification
Dues Collection
Depositing of Collection
Cash & Receipts
Sales Tax Return
Income Tax Return & Deal with Client

COMPUTER SKILLS

Diploma in Computer Professional

- Ms. Excel Ms. Word Ms. Access Dos
- Visual Basic System Information
- Hardware assembling System Installation
- Internet Searching Browsing Mailing.

Diploma in Computer Designing

- Corel Draw, Adobe Photoshop

LANGUAGE SKILLS

- **English, Arabic, Urdu**

EXTRA SKILLS

- Driving Training.

PERSONAL DETAILS

Father's Name	Muhammad Safdar
Date of Birth	24-02-1981
Religion	Islam
Gender	Male
Passport No	BF5574963
Nationality	Pakistani
Marital Status	Married