Att: **HR Department**

Dear Sir,  
  
With due respect and great interest I am forwarding my CV/Resume for your consideration for any suitable position in "Accounts Department”  
  
My record of academic achievements and professional career history, demonstrates attributes that make me a valuable employee.

 My CV/Resume is attached to provide you with details of my skills and accomplishments, but I am certain that a personal interview would more fully reveal my desire and ability to contribute to your esteemed organization.

I have more than 9 years in the field of Accounts and three years in UAE as Accounts on Senior position. In the Pakistan I have been working in Poly bag Printing, Manufacturing, Trading Concern Company where I worked for four years as Senior Accountant.

 I think I can work for your organization in a very professional way.

Thank you for your time and consideration.

Please acknowledge and don't hesitate to contact me if you have any questions. I look forward to speaking with you soon.

Yours Sincerely,

Shahid Hussain

050-1560395

[shahid\_hussainhaider@yahoo.com](http://us.mc510.mail.yahoo.com/mc/compose?to=shahid_hussainhaider@yahoo.com)

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***CAREER OBJECTIVE:***

**Seeking a long lasting objective with a progressive, dynamic and emerging organization, having result oriented approach and potential to grow by self motivation and initiative with professional experience and qualification**.

**PROFESSIONAL EXPERIENCE**

**“Accounts Assistant”**

***M/s Transfab (Pvt) Ltd. (A Power Transformers Manufacturing Concern)***

*G.T Road Manawan Lahore, Pakistan*

##### Job Duration: 1998 to 2000

**MAJOUR RESOPNSIBILITIES**

* **Preparation of All the Type of vouchers.**
* **Maintaining the Day Book.**
* **Posting all transaction manually in main Ledger and sub-ledgers of Accounts**
* **Handling of Cash Book, Petty Cash.**
* **Maintaining payroll, keeping the record for leave encashment system, disbursement of salary & wages**
* **Preparation bank reconciliation statement on weekly basis**
* **Follow up for the Payment form Sundry Debtors.**
* **Responsible for corresponding to vendors / Debtors.**
* **Responsible for entire Documentation of Accounts**
* **Responsible for reporting to Chief. Accountant.**

“Accountant”

***M/s V.R Direct (A Direct Marketing concern business)***

*D.H.A Block G, Lahore Pakistan.*

##### Job Duration: Dec 2000 to Jun 2003

**MAJOUR RESOPNSIBILITIES**

* **Preparing Daily voucher Book & Petty Cash**
* **Preparing Cash Book**
* **Prepare Weekly, hourly payroll and salary disbursement**
* **Preparing journal entries for accruals**
* **Weekly Bank Reconciliation and also Banking Matters correspondence**
* **Maintain computerized inventory of multi Ware Houses**
* **Preparation of Reconciliation of Stock on monthly basis and complete physical stock taking twice in year.**
* **Preparing and Finalizing Trial Balance and Financial Statements**
* **Conducted and coordinated company’s monthly and year-end closings**
* **Arranging staff representation at various forum, meetings and conferences.**
* **Maintaining policy and confidential files, records and documentation**
* **Marketing Assistance**
* **Public Relation Matters**

“Senior Accountant”

***M/s Anmol Plastic Group of Industries   
 (A Polyethylene Bag Manufacturing, Printing and Trading Concern)***

*G.T Road Daroghawala, Lahore Pakistan.*

##### Job Duration: Jul 2003 to Jun 2007

* **Preparing companies all divisions’ individual books of accounts all up to finalization.**
* **Maintain account payable system records**
* **Maintaining Sales and Purchased Register as per Requirement of Sales Tax**
* **Track Receivables and make collection calls**
* **Review, process and distribute accounts payable checks**
* **Administer petty cash fund**
* **Weekly Bank Reconciliation and also Banking Matters correspondence**
* **Preparation of Reconciliation of Stock**
* **Conducted company’s monthly and year-end closings**
* **Controlling and monitoring Financial position**
* **Budgeting, costing and planning.**
* **Co-ordinate with External Auditors in conducting their Audit**
* **Providing Administration and management support.**

“Chief Accountant”

***M/s Power Point Elect. Switchgear Trading.   
 (Electrical Switchgear/ Panel Manufacturing and Trading Concern)***

***Ind Area No; 1 Sharjah U.A.E***

##### Job Duration: Jul 2007 to to-date

* **Maintain and update business accounts up to finalization to ensure accuracy of reporting within business unit.**
* **Reviewing business against budgets and forecasts and liaise with different Projects, analyzing data and developing strategies and financial models to increase profitability.**
* **Cost control /financial ratios analysis of business performance.**
* **Responsible to Preparing and monitoring the project Cost summery**
* **Assigning responsibilities to the team according to members' areas of expertise.**
* **Review, process and distribute accounts payable checks.**
* **Receivables, Payables analyses report, payment performance and strategic planning**
* **Administer cash inflow and out flow**
* **Control of Post Dated Cheques issued & Received**
* **Monitoring weekly Bank Reconciliation and also Banking Matters correspondence**
* **Reviewing of Reconciliation of Stock**
* **Administrating all documentation system.**
* **Working and negotiations establishment of business relationship with Customers & venders.**
* **Payroll Management and Distribution of Salary & Wages**
* **Reviewing existing Projects, cost control and deadlines.**
* **Verification of Journal Vouchers and Ledger Posting**
* **Verification of Vouchers for Cheque & Cash Payments**
* **Supervision and Finalization of Monthly and Annual Accounts**
* **Monitor and review accounting and related system reports for**

**Accuracy and completeness**

* **Controlling and monitoring Financial position**
* **Providing Administration and management support.**
* **Making MIS Reports for Directors**

###### EDUCATIONAL ATTAINMENT

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* **B-Com. Year 2000**

Punjab University

Lahore, Pakistan.

* **Computer Skills**

Proficiency in MS Office, (Word, Excel, Power Point)  
 Tally 9 Accounting Package  
 Peachtree Accounting package

Fundamental of Accounting with Spread Sheet

MS Outlook, Internet / e-mail / Browsing

Good Typing Speed

***Extra Curricular Skills***

* **Office Management, Strong Administrative skills and Powerful Communication Skills.**
* ***Teamwork:* Good interpersonal skills and ability to establish and maintain effective partnerships and working relations in a multi-cultural, a multi ethnic environment with sensitivity and respect for diversity. Ability to work collaboratively with colleagues to achieve the assigned tasks.**
* **Good command in prioritization and completion of multitasks on given time lines.**
* **Accomplishment of various tasks with remarkable accuracy under extreme stressed situations.**

### PERSONAL INFORMATION

Date of Birth : Aug 17, 1976

Place of Birth : Lahore, Punjab

Religion : Muslim

Marital Status : Married

Language : English, Urdu, Punjabi

Passport : AR6895181

Passport Expiry Date : 31-Mar-2011  
Visa Status: Employment

### Reference:

**Will be furnished on demand**

**Declaration:**

All the above information is true and correct to best of my knowledge and belief. I will do the job sincerely to the best of my carrier. Expecting to given a chance to prove my abilities, skill s and intelligence being a part of your organization.