


<b>BABER</b>	<b>Address</b> 📍	<b>Residence:</b>	House # 305-G Mohallah Kotla Mohtasiban, Mullah barrow, Inside Gunj gate Peshawar City.	
	<b>Telephone</b> ☎	<b>Residence:</b> <b>Mobile:</b>	+ 923005946773/ +923329664869	
	<b>Email</b> ✉		<a href="mailto:zaheeruddin.baber789@gmail.com">zaheeruddin.baber789@gmail.com</a>	

## PROFESSIONAL AND ACADEMIC EDUCATION

<i>Particulars</i>	<i>Year</i>	<i>University/Board</i>
<b>PROFESSIONAL QUALIFICATIONS:</b>		
<b>Master In Business Administration (MBA)</b> <i>(Banking &amp; Finance)</i>	2010	City University of Science & IT Peshawar
<b>Bachelor in Commerce (B.Com)</b>	2007	University of Peshawar ( UOP ), Pakistan
<b>ACADEMIC QUALIFICATIONS:</b>		
<b>Diploma in Commerce (D.com)</b>	2004	Board Of Technical Education Peshawar, Peshawar Degree College Of Commerce & business Administration Pesh.
<b>Secondary School Certificate (SSC)</b> <i>(O level equivalent)</i>	2002	Board Of Intermediate & Secondary Education Peshawar BISEP

### AWARDS & RECOGNITION:

- Awarded one year Certificate of Internship for **Audit Internee** by Zeeshan Ali & Co, Chartered Accountants, 8<sup>th</sup> Floor State Life Building the mall Peshawar cantt Peshawar.
- One year Audit experience of Donor funded projects e.g. NGO'S INGO'S, companies etc.

## EXPERIENCE –

### Waheed Shahzad Plastic Works (Pvt) Ltd Manufacturing Concern

DURATION MAY-2017 TO TILL DATE



Latest working experience as **Admin & Accounts Officer** for Waheed Shahzad Plastic Works (Pvt) Ltd, Popular Pipes Group of companies.

My responsibilities include:

- Making sale Orders, Dispatched Orders & Delivery Challans of Customers.
- Making Goods Receipts Note (GRN)
- Maintenance of Daily Cash Book.
- Prepare Cash Receipts vouchers.
- Perform Daily Cash count.
- Maintain Voucher filing System.
- Prepare bank Receipts vouchers.
- Maintain Supplier Ledgers.
- Prepare Bank payment & Cash Payment vouchers.
- Maintain Customer Ledgers.
- Prepare Monthly expense Sheet Report.

- Prepare cheques & maintain Cheque books of company bank Accounts.
- Petty cash Management.
- Making Discount Report on Monthly basis.
- Supervise all day-to-day office administrative activities.
- Maintenance of Customers Ledger on ERP Software System.
- Attendance Management (ZK Technology Time & Attendance & CP Plus Biometric System)
- Monitors administrative aspects of the regional office/staff and evaluates discipline and punctuality of the staff to the assigned tasks.
- Looks after administrative affairs of the Office.

Further delivering MIS Reporting data to support decision making / Strategy Formulations which help ensure the accuracy and reliability of the statements. My MIS Reports Include:

- Customers Ledgers Summary. (Pdf,Excel)
- Sale Report. (Product wise) (Pdf,Excel)
- Recovery Report ( Customer wise) (Pdf,Excel)
- Customers Incentive Report (Excel)

## Frontier Platinum Group Peshawar Manufacturing Concern)

DURATION JAN-2015 TO MAY 2017



Worked as **Accounts Officer** for Frontier Platinum Group Peshawar- Frontier Techwood Industries & Frontier Greenwood Industries (Pvt) Ltd & Frontier Woollen mills (Pvt) Ltd.

My Responsibilities include :-

- Bank Payments to Suppliers through ERP Wizmen Oracle Financial System Software.
- Maintain Cheque Payments Register, book keeping and Accounting, Withholding Tax calculations.
- Maintain vouchers such as Bank Payment vouchers, Bank receipts vouchers, Journal vouchers.
- Reconcile Bank reconciliation statements of Company's Accounts.
- Generate Supplier Services Report Daily ERP, maintain cheque books of company's accounts.
- Maintain ledger books, Maintain Dispatched File of Cheques.
- Supervise all day-to-day office administrative activities. Procurement of equipments, goods and services for Office Building & for store spares.
- Maintain confidential records and files, Maintain records of decisions Type correspondence, reports and other documents, Maintain office files, attend phone calls, any other tasks assign by management.

Worked as **Internal Audit Officer** for Frontier Platinum Group Peshawar- Frontier Techwood Industries & Frontier Greenwood Industries (Pvt) Ltd & Frontier Woollen mills (Pvt) Ltd.

My Responsibilities include :- ) DURATION December-2011 TO December 2014

- Physical Audit of Store spares Items.
- Physical Stock Taking, Physical Attendance.
- Verification of bank accounts, Sale Report, Wood Report.
- Checking Over time of employees.

- Checking and verification of Daily Dispatched Orders.
- Checking salary sheets of all company's staff.
- Checking & Investigate Procurement System by Company SOP's.
- Daily Issue Items and Daily Inward Report of Stores spares.

## IT PROFECIENCY

- Proficient in MS Office applications.
- MS Windows Operating System, Win XP, Win Vista
- E-mailing
- Typing Speed 40 words P.m
- Sidat Hyder Financials ( Waheed Shahzad Plastic works (Pvt) Ltd. Software designed by Sidat Hyder )
- **ERP** Wizmen Financial System (Frontier Platinum Group-Frontier Techwood (Pvt) Ltd Frontier Green wood (Pvt) Ltd.
- Net Communication & Net Surfing

## PERSONAL SKILLS

- Excellent Interpersonal and Communication skills.
- Good Analytical & Problem solving skills.
- Able to adjust in different Environment

## PERSONAL

- Marital Status : Married
- Father Name : Abdul Waheed
- Date of birth : 15<sup>th</sup> March, 1985
- Nationality : Pakistani
- Languages : Urdu, English & Pashto
- Domicile : K.P Peshawar
- NIC # : 17301-9805140-9
- Religion : Islam

## REFERENCE

Will be provided on request.

## AVAILABILITY

Immediate