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| **ZAHEER UD DIN BABER** | **Address** 📬 | **Residence:** | House # 305-G Mohallah Kotla Mohtasiban,Mullah barrow, Inside Gunj gate Peshawar City. |  **scan0003** |
| **Telephone** 🕿 | **Residence:** | *+* 923005946773/ +923329664869 |
| **Mobile:** |
| **Email 🖂** |  | zaheeruddin.baber789@gmail.com |

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| **PROFESSIONAL AND ACADEMIC EDUCATION** |

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| ***Particulars*** | ***Year*** | ***University/Board*** |
| **PROFESSIONAL QUALIFICATIONS:** |
| **Master In Business Administration** *(MBA) (Banking & Finance)* | 2010 | City University of Science & IT Peshawar |
| **Bachelor in Commerce** *(B.Com )* | 2007 | University of Peshawar ( UOP ) , Pakistan |
| **ACADEMIC QUALIFICATIONS:** |
| **Diploma in Commerce** *(D.com)* | 2004 | Board Of Technical Education Peshawar, Peshawar Degree College Of Commerce & business Administration Pesh. |
| **Secondary School Certificate** *(SSC)*(O level equivalent) | 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, 8th 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.

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| **EXPERIENCE –**  |
| Waheed Shahzad Plastic Works (Pvt) Ltd  Manufacturing Concern DURATION MAY-2017 TO TILL DATE | **Image result for waheed shahzad plastic works** |
| 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)
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| Frontier Platinum Group Peshawar Manufacturing Concern) DURATION JAN-2015 TO MAY 2017 | C:\Users\Baber\Desktop\Jobs Add\766f9f6e8f.jpg |
| 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.
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| **IT PROFECIENCY** |

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| * 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
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| **PERSONAL SKILLS** |  | **PERSONAL** |
| * Excellent Interpersonal and Communication skills.
* Good Analytical & Problem solving skills.
* Able to adjust in different Environment
 |  | * + Marital Status  **:** Married
	+ Father Name **:** Abdul Waheed
	+ Date of birth  **:** 15th March, 1985
	+ Nationality  **:** Pakistani
	+ Languages  **:** Urdu, English & Pashto
	+ Domicile  **:** K.P Peshawar
	+ NIC # **:** 17301-9805140-9
	+ Religion **:** Islam
 |
| **REFERENCE**  |
|  Will be provided on request. |
| **AVAILIBILITY** |
| Immediate  |