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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](mailto: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](https://www.google.com.pk/url?sa=i&rct=j&q=&esrc=s&source=images&cd=&cad=rja&uact=8&ved=0ahUKEwjY34jq9-PXAhXBcBoKHWpHDHYQjRwIBw&url=http://www.popularpipesgroup.com/news-events/&psig=AOvVaw3BZU7DlkHORxsoHtNykocF&ust=1512050041557219)** |
| 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 |