**Mazhar Saeed Khan**

**Father’s Name** : Asghar Saeed Khan

**Address** : R-15, Block F, Gulshan-e-Jamal,

Rashid Minhas Road

Karachi.

**Contact** : Cell: 0333-2793338

**E mail** : masskpk@gmail.com

**Career Objective:**

To work in a challenging position for a growing organization that rewards hard workand creativity where, I can utilize my interpersonal communication and analytical skills for mutual benefit.

**Experience:**

**Retex Global**

(Currently working since 19th Nov 2018 till date)

As **MIS OFFICER**, job duties and responsibilities include:

* Preparing various reports related to production summaries of different departments, performance report, collection reports attendance allowances, and other targeted reports to the senior management.
* Generation of raffle commission report.
* Preparation of different Q.C reports.
* Look after import and export invoicing.
* Month end reporting on various parts of the company.
* To gather data from ERP and organize these into meaningful reports that will help management in making decisions.
* Responsible for entering all contract information into the database.
* Manage workers transfer/add/change into the system.
* Prepare reports for regulatory audits as requested by the Management.
* Other reporting as demanded by senior management.
* Invoicing, bill of lading confirmation of import and export.
* Looking after import and export documentations and other processing’s.
* Attend different internal professional meetings.

**Bankislami Pakistan Ltd Securities**

(Since May 2012 to 12th Nov 2018)

As **Senior Officer II** – Finance & Accounts, job duties and Responsibilities includes:

* Looking after the payments and receipts of PMEX. (Pakistan Mercantile Exchange Company Ltd.)
* Receipts and payments of offline Clients of PSX.
* Receipts and payments of online Clients in case of absence of designated person.
* Entry and responsible for the RTGS and pay orders of Institutional Clients.
* To update the advance Tax files of Tax deducted by PSX, Banks, Financial Institutions and other Regulatory authorities.
* Manage fund positions with coordination’s with bank.
* Looking after bank and company matters.
* To evaluate and compute the Capital Gain arising from transactions of Fixed Income on PIBS’ & FIBS’s.
* Liaison with the Auditors’ in respect of preparation of Fixed Asset Register which includes Assets tagging and physical verification of Assets.
* Also worked on related party Transaction as and when required by the Head of Department.
* Bank reconciliations of all accounts.
* Reporting of money market and forex brokerage.
* Maintain record of bank statements on soft and hard copy.
* Attempt to resolve issues and problems related to customer accounts.

**Al-Abid Silk Mills Ltd**

* Worked as Assistant Accounts.

**Hi-Tech Advertisement**

* One year experience as marketing executive in **Hi-Tech Advertisement**

**Academic Studies:**

* MBA in Progress.
* B.com
* Intermediate
* Matriculation

**Certification:**

* Six Months internship in **KASB Securities Ltd (Formerly BIPL Securities Ltd).**
* Passenger handlingcourse from **GERRY’S DNATA**.
* Six months certification course in Computer Hardware from **TIME TEACH**.

**Skills Summary:**

* Good presentational and communication skills.
* Flexible Team player.
* Accuracy and attention.
* Very Good at Excel and in Computer skills.
* Has the strong ability to meet deadlines.
* Result oriented.
* Capable of learning new concepts, in a short period.
* Can easily work with different people in diversified environments.

**Personal Information:**

**Father’s Name:** Asghar Saeed Khan

**Date of Birth:** 22nd January 1990

**C.N.I.C No. :** 42201-5162904-5

**Marital Status:** Single

**Nationality:** Pakistani

**Languages:** Urdu/English