

# SALMAN GHAFFAR

House # A-838 Phase I Gulshan e Hadeed Bin Qasim Town District Malir, Karachi, Sindh.

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## CAREER SUMMARY

To work with large and reputed organization having sound foundations and co-operative working environment where challenging opportunities exists with good compensation benefits and future prospects.

## KEY SKILLS/STRENGTH

Handling Cash, General Ledger MS Office, MS Excel, Windows & Software's Configurations, Bank Reconciliations Statement, Invoicing, Petty Cash Transactions, Internal and External Reporting, Spot Errors, Time Management and besides this I handled cash purchases also. I am young and energetic and can able to work under pressure and handle multi-tasking operations and have good rapport with suppliers, site engineers and other official staff.

## PROFESSIONAL AND ACADEMIC QUALIFICATION

- **Bachelor of Commerce (B. Com)**  
UNIVERSITY OF SINDH, Sindh, Pakistan and got my degree in 2010
- **INTERMEDIATE (2006) KARACHI BOARD**(Passed in the year 2006)
- **MATRICULATION (2004) KARACHI BOARD**(Passed in the year 2004)

## PROFESSIONAL EXPERIENCE

### 1) Sweet Homes Group Of Companies (October 2016 to November 2019)

I am working in Sweet Homes Group of Companies as Assistant Accountant / Cash Purchaser / Admin cum Accounts Receivable Officer.

#### Key Responsibilities and Achievements

Follow up with customers for collection, maintaining customers' accounts receivables.

- Cash purchases on urgent basis depending on the site condition.
- Check Doss and invoices as per LPOS.
- Verification of Purchase and Sales Agreements.
- Confirming payment and Receipts.
- Maintaining Monthly Aging reports.
- Deposit cash in Bank.
- Handling petty cash.
- Cash Purchases.
- Made Receipt of Clients for new sales and rental payments.

### 2) Chase Up Mini Mart (January 2022 to till date)

I am working in M/s Chase Up Mini Mart as Till Operator (Cashier) with a consolidated salary Rs. 26000 per month with effect from 25-01-2022

## Personal Details

Date of Birth	:	1 <sup>st</sup> July 1987
Father Name	:	Abdul Ghaffar
Marital Status	:	Single
Surname	:	Dero
Language	:	English, Urdu, Sindhi, Balochi, Punjabi
Nationality	:	Pakistan