

Shaharyar Alam Siddiqui



House No. R # 474, Sector 9, North Karachi, 75850, Karachi



11/18/1994



0341-7678545



sherisays586@gmail.com



Single



Work experience

Accounts Incharge

AZIZA HUSSENI HOSPITAL (Pharmacy Dept.)

Responsibilities:

- Recording daily transactions
- Managing stock level
- Collection of receivables
- Payment to creditors
- Bank related affairs
- Preparation of monthly Income statement and Balance sheet
- Any other task assigned

2014 - till
date

Other professional experiences, references

- Entrepreneurship Report on Sound Sensitive Switches by Easy Life Electronics.
- Project Appraisal Report on Bed Sheets by Shaharyar Textile Mills Ltd.
- Attended Career Drive seminar in University of Karachi.
- Organized seminar on Corporate Finance in Business Entity in University of Karachi

Education

M.Com, University of Karachi

Finance

2016 - 2017

B.Com (Hons), University of Karachi

2013 - 2015

I.Com, Govt. College of Commerce & Economics

2011 - 2012

Certificates and Courses



Microsoft Office Package 2000

From July 2010 to Aug 2010 at Farooq-e-Azam Computer Institute



Call Center Executive

From Feb 2012 to June 2012 at Ensign Communique (Pvt) Ltd.



Peachtree and Advanced Excel

From Feb to Apr 2017 at Computer Collegiate Institute

Other skills and abilities

●●●●● intermediate

English

Other skills and abilities:

- ✦ Interpersonal and Communication (English and Urdu)
- ✦ Time and Quality Management
- ✦ Team Management