



SHAHID GULZAR

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Career Objectives	To secure a position with a well established organization with a stable environment that will lead to a lasting relationship. A position that will enable me to use my strong organizational skills, educational background, and ability to work well with people.
Education	<p>MBA (Finance) 2008 Federal Urdu University Arts Science and Technology, Islamabad</p> <ul style="list-style-type: none"> ➤ Analysis and use of Financial Statements ➤ Financial Risk Management ➤ CGPA 2.96/4.00 & 74% marks <p><u>B.COM: Muzaffarabad (AJK) in 2005</u> Azad Jammu & Kashmir University, Muzaffarabad.</p> <p><u>I.COM & MATRICULATION.</u> Mirpure board (AJK) in 2002 & Mirpure board (AJK) in 2000.</p>
Professional Experience Total 8- Years Major Duties	<p><u>Hygeia Pharmaceutical Islamabad</u> Finance & Procurement Manager.</p> <p style="text-align: right;">From June 2010 To Till Now</p> <ul style="list-style-type: none"> a. Providing and interpreting financial data. b. Developing financial management mechanisms that minimise financial risk; c. Arranging new sources of finance for a company's debt facilities; d. Prepare and interpret monthly management accounts and annual reports e. Implement financial plans. f. Reconcile balance sheets g. Handle debtors, Creditors, Inventory & Costing. <hr/> <ul style="list-style-type: none"> a. Getting goods and services for the best price and value b. Cutting any waste and unnecessary costs to create a streamlined process and fast production times c. Working with suppliers to ensure that key processes are running efficiently and cost-effectively d. Building strong working relationships both internally and with key suppliers e. Dealing with national suppliers <hr/> <ul style="list-style-type: none"> a. Maintains the job descriptions for all positions. b. Maintains organization staff by establishing a recruiting, testing, and interviewing program c. Conducting job evaluations; d. Ensures planning, monitoring, and appraisal of employee work results e. Maintains employee benefits programs f. Investigations; maintaining records; representing the organization at hearings. g. Maintains management guidelines by preparing, updating, and recommending human resource policies and procedures. h. Maintains human resource staff by recruiting, selecting, orienting, and training employees. i. Maintains human resource staff job results by counselling and disciplining employees; planning, monitoring.
Finance Manager	
Procurement Manager	
<u>Human Resource Manager</u>	

Accountant	<p><u>AL-MADINA LOGISTIC (PVT) ISLAMABAD</u> Which is working as Logistic Services Provider basis with “Huawei Technologies (Pvt) Islamabad”</p> <p>From 15th Dec 2007 –Sep -2009 (1-Year)</p> <ol style="list-style-type: none"> Preparing Vouchers (Sales, Purchase, Petty Cash) Petty Cash & Cash Book Bank Reconciliation. Inventory Control Trial Balance Profit & Loss A/C and Balance Sheet Bookkeeping Internal Audit Cash Management
Accountant	<p><u>COMPU-ART INTERIOR ISLAMABAD.</u></p> <p>From Feb -2007 To Dec -2007 (11-Months)</p> <ol style="list-style-type: none"> Accounting Assistants prepare financial documents such invoices, bills, accounts receivable, accounts payable, purchase orders, payroll, reports, and other financial records for entry into computer software. They also do bank reconciliations and assist in the preparation of budgets and reports. Budgeting Raising invoices Managing ledgers Processing expenses
Assistant Accountant	<p><u>ISLAMABAD REAL ESTATE DEVELOPER ISLAMABAD</u></p> <p>From 2nd Jan 2006 to 25th Feb 2007 (1-Year)</p> <ol style="list-style-type: none"> Raising invoices Managing ledgers Payroll. Reconciling Bank Accounts. Maintaining time records of employees. Deals with Customer, Vendors & Officials Site Management, Construction & Development. Purchasing
Internee	<p><u>VETCON PHARMACEUTICAL (PVT) LTD (BHIMBER AZAD KASHMIR)</u></p> <p>From 1st Mar- 2005 To 13th June -2005 (3-Months)</p> <ol style="list-style-type: none"> Checking staff salaries on Monthly basis. Handling petty cash. Responsible for making adjustment entries if needed Manage the filing, storage and security of documents.
Core Competencies	<ol style="list-style-type: none"> Cash Management Preparation and disbursement of payroll Inventory Management Book Keeping (A/R, A/P, GL) Reconciliation (Banks, Ledgers) Management Reports(Daily, monthly, annual) A/P, A/R Management Good basics of Peachtree, QuickBooks, Tally, Accounting Software.
Achievements	<p>Outstanding Performance of the Year 2011 “from Hygeia Pharmaceuticals Islamabad</p>

Broad-Based Skills	<ul style="list-style-type: none"> ❖ Able to work under pressure and generally produce good results. ❖ Excellent Communication and Presentation Skills. ❖ Time management skills. ❖ Team Building and Leadership ❖ Cost saving initiatives
Field of interest	<ul style="list-style-type: none"> ❖ Accounts ❖ Finance ❖ Administration ❖ HR ❖ Regulatory Affairs (Ministries and Customs)
Software Suites	<u>Software Suites (General Accounting & Finance Software Usage)</u> <ul style="list-style-type: none"> ❖ ERP-SAP ONE. ❖ Quick book Accounting Software ❖ Peach tree Accounting Software. ❖ Nortex Accounting Software. ❖ Sale Point /Talley Software (Restaurant)
Language Proficiency	<ul style="list-style-type: none"> ❖ English (Good) ❖ Urdu (Fluent) ❖ Punjabi (Native) ❖ Basic French Spoken course of six months.
Computer Skills	<ul style="list-style-type: none"> ❖ Basic English Language course of 3-months from PIML (Pakistan Institute of Modern Languages Rwp) ❖ Business Skills Course of 3-Months from British Training Consulting Islamabad. ❖ Excellent in use of MS Office, Internet, Troubleshooting, etc.
Basic Information	<ul style="list-style-type: none"> ❖ Father Name :Gulzar Hussain (Late) ❖ Religion : Islam ❖ Date of Birth :May 04, 1981 ❖ Nationality : Pakistani ❖ Marital Status :Married ❖ Permanent Address: Dist.Gujrat These Kharrian P/O & Village Bhattain Chiban.
References	References will be furnished upon request.