



Shoaib Tahir

Objective

To seek a career position in a progressive organization, offering a challenging job where I can exercise my abilities, learn new skills and education can be utilized.

Contact

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Address

B-19 Block 13/C

Gulshan-e-Iqbal Karachi

Personal

Father's Name

Tahir Muhammad

Date of Birth

July 06, 1990

CNIC No.

42000-8021285-9

Education

2017

MBA (Finance)

Iqra University

2.85 CGPA

2013

BBA (Honors)

Iqra University

2.85 CGPA

2009

Intermediate (Commerce)

Govt. National College

B Grade

2007

Matriculation (Science)

Oxford High School

A Grade

Experience

2021 - 2023

Al-Rahim Enterprises I Karachi

Accountant

- Generated and issued bills and invoices to customers
- Conducted various basic bookkeeping tasks
- Recorded and tracked accounts receivable and payable, and entered cheque information in Excel
- Maintained accounts ledger and organized documents and bills for filing

2019 - 2021

IDL Distribution I Karachi

Accountant

- Issued bills and invoices to customers
- Conducted basic bookkeeping tasks
- Maintained accounts receivable and payable, and entered cheque information in Excel
- Entered booking sheets in software system
- Managed accounts ledger and filed documents and bills

2018 - 2019

The Educator School I Karachi

Assistant Accountant

- Maintained petty cash and expenses records, collected cash, and recorded payments and cheque requisitions
- Conducted basic bookkeeping tasks
- Filed school documents and maintained bank reconciliation
- Printed school vouchers and communicated with parents

Field of Interest

Account And
Finance

Personal Statement

If you have a habit to learn, success
is always in search of you...

Language

English

Urdu

○ 2017

Trade Optimize I Karachi

Accountant / Admin

- Maintained petty cash and expenses records, collected cash, and recorded payments and ledger entries
- Conducted basic bookkeeping tasks
- Maintained bank reconciliation, balance sheet, and income statement
- Drafted, formatted, and printed relevant documents, and ordered office supplies as needed

○ 2012 - 2016

Imperious I Karachi

Accountant

- Collected cash and recorded payments and ledger entries
- Conducted basic bookkeeping tasks
- Maintained bank reconciliation, financial statement, balance sheet, and income statement

○ 2005 - 2011

Bhukhari Oil Mill I Karachi

Accountant

- Maintain Cash collection and Payment record, Dealing with basic bookkeeping & Inventory recording