

Syed Abid Hussain.

House # 13/12, Firdou Colony,
Gulbahar No.2, Karachi.



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OBJECTIVE

To pursue a challenging & carrier oriented position, which offer immense opportunities based on skills, professional expertise, target achievement and cope to the challenge through dedication and commitment.

AT PRESENT

From Janaury-2017

Qasim Freight Station (Pvt) Limited (CFS Terminal)
Accounts Officer / Billing Department

EXPERIENCE

February 2016 to November-2016

Al Malaz, Riyadh, Kingdom of Saudi Arabia.

Development Parameters for Contracting & Telecommunication & Technical Information

معالم التطوير للمقاولات العامة و الاتصالات و تقنية المعلومات

AsAccounts Assistant

Responsibilities

- Making Quotation for SITE work.
- Making Salary of Staff
- Making Voucher &Entry into Accounts Program

December 2007 till to December 2015

Qasim Freight Station (Pvt) Limited (CFS Terminal)
Accounts Officer / Billing Department

Responsibilities

- Making Payment Advices for issuing cheques and preparing Vouchers when advices are approved
- Daily Cash/Bank Payment of Receipt Statement
- Cash/Bank Voucher Entry into Accounts Program
- Maintaining Bank Register
- Maintaining Lines Bill, Credit and Debit Notes Register and offsetting bills upon receipt of payment
- Preparing Salary for Staff Members

- Maintaining detail of CSC (Container Stuffing Charges) collection & refund to Freight Forwarders
- Preparing Container Stuffing Charges Billing to Clients
- Maintain Line Billing Outstanding Statement

July 1990 to December 2007

Seaboard Services (Stevedores & Terminal Operators)

Accounts Assistant / Billing Department

Responsibilities

- Preparation of Invoices to all our clients related to Stevedoring of Containers, Tally of Containers, Terminal Handling of Containers, Monthly Storage of Containers, Lift on / off of Containers, Transportation of Containers & Special Services Billing
- Maintaining bill register and preparing outstanding reports on weakly basis (Software)
- Maintaining Container Inventory (Software)
- Preparation of Container Throughput Report Monthly Basis i.e. Line Wise, Vessel Wise, Status Wise and report to Boss & KPT. (Software)

ACADEMIC QUALIFICATION

Inter (Commerce - 1989)

Islamia Arts & Commerce College, Karachi.

Matriculation (Science - 1987)

Federal Govt. Boys Secondary School, Karachi.

COMPUTER SKILLS

Efficient Use of

- Microsoft Word-2007
- Microsoft Excel-2007
- Microsoft Outlook
- Internet Browsing & Searching
- In-Page (Urdu Software)
- Accounting Software
- Installation of Software

PERSONAL INFORMATION

Father's Name

Syed Zahid Hussain

Date of Birth

6th May 1972

CNIC #

42101-1915093-1

Marital Status

Married