ZEESHAN MOBIN

**C/O Sub Muhammad Mushtaq STREET # 11 Madina Colony, Misriyal Road Rawalpindi cantt Pakistan.**

**Contact: Cell: +92-321-5045039 +92.336.8787678**

**Email Address: zeeshanmobin@yahoo.com**



Personal Profile

* Father's Name : Muhammad Mushtaq
* Date of Birth : 01-01-1991
* Domicile : Punjab

Academic Record

|  |  |  |
| --- | --- | --- |
| **DEGREE** | **YEAR** | **BOARD/UNIVERSITY** |
| MBA Equal To M.S 3.5 Years (Finance) | 2014 | UET TAXILA |
| B.COM (IT, Finance) | 2010 | Punjab University |
| F.A | 2008 | FBISE Islamabad |
| Matriculation | 2006 | FBISE Islamabad |

Experience

Experience

* Worked as a Finance Manager in **NETWORK ASSOCIATES (THE EDUCATOR).(**20 August 2015 to Present)
  + - * + To prepare monthly financial reports for presentation to the Director within agreed timeframe;
        + To Manage Company’s financial accounting, monitoring and reporting systems.
        + To ensure the timely production and issue of financial reports and returns.
        + Monitoring Payables and receivables of the company.
        + To manage the Vehicles leases from bank.
        + To manage the running finance & term finance of company from the banks.
        + To manage the all construction work of new campuses preparing BOQ for new capuses & see the all financials works.
        + To oversee the preparation of all invoices and collection of fees and other dues;
        + Prepare the Annual Accounts for the school.
        + Preparation of Bank Reconciliation Statements.
        + Filing sales tax & income tax returns and maintain record of deduction at source from vendors
        + To maintain bookkeeping function including maintenance of the general ledger, accounts payable, accounts receivable and payroll.
        + Ensure the school meets all its financial obligations
        + Advise Board and the Director on external and internal audit arrangements as required
        + Liaise with auditors and facilitate all audit arrangements,
* Worked as a Finance Executive in **GN FOODS (PVT) LTD.(**15 September 2014 to 23 June, 2015 ) (Working on **QUICK BOOKS)**
  + - * + To Manage Company’s financial accounting, monitoring and reporting systems.
        + To develop external relationships with appropriate contacts, e.g. auditors, bankers and Government Bodies.
        + To maintain financial accounting systems for accounts payable, accounts receivable, credit control,and Reconcile banks on periodic basis.
        + Prepare & maintain import record related to indenters, suppliers, banks, clearing agents.
        + Report to CFO (Chief Financial Officer, CEO Chief Ececutive Officer).
        + Opening of L.C, Bank Contract, TT.
        + LC costing, product costing, material costing.
        + To work on taxes and ensure timely submission of all taxes within the due date.
        + To maintain bookkeeping function including maintenance of the general ledger, accounts payable, accounts receivable and payroll.
        + Import of Raw Materials, Machinery
        + Clear understanding of purchasing, warehousing, logistics & Inv. control.
        + Manage overall purchasing of company Raw materials, Packaging Materials.
        + Strong communication and negotiation with all the vendors.
* Worked as a Accountant in **SHAIGAN PHARMACEUTICAL (PVT) LTD.(**10 December,2013 to 14 September 2014) (Working on **SAP (Enterprise Resource Planning)**
  + - * + Preparation of Bank Reconciliation Statements.
        + Preparation and Posting of Receipt vouchers, Payment vouchers and Journal vouchers
        + Prepare & maintain import record related to indenters, suppliers, banks, clearing agents.
        + Maintains accounts Receivables, Accounts payables
        + LC costing, product costing, material costing.
        + Reconciliation with monthly suppliers ledger
        + Filing sales tax & income tax returns and maintain record of deduction at source from vendors
        + Credit Notes Issuance
* Worked as a Accountant/Finance officer in **BLOOM PHARMACEUTICAL (PVT) LTD.(**01 July,2011 to 09 December, 2013)
  + - * + Managing & Maintaining books of accounts in **QUICK BOOKS**
        + Working for annual Audit
        + Import of Raw Materials, Machinery
        + Opening Of L.C Bank Contract, and TT from Banks.
        + LC costing, product costing, material costing.
        + Prepare & maintain import record related to indenters, suppliers, banks, clearing agents.
        + Report to Director Finance and Manager Finance
        + Maintains accounts Receivables, Accounts payables ,cash book
        + Reconciliation of bank accounts.
        + Filing sales tax & income tax returns and maintain record of deduction at source from vendors.
        + Preparing of vouchers. such as receipt, payment, journal vouchers
        + Internal audit working for purpose of annual audit.
* 8th weeks internship in **National Bank Of Pakistan.**

Skills

* Three Month Course in Computer Application.
* Three Month Course in English Language.
* Two days Training in Advance excel.
* Ms Office (Ms word, Ms excel, Ms power point)
* Excellent Interpersonal & Negotiation Capability.

Objective

A proficient learner with the vision of **hard work** and firm belief in **continuous improvement,** capable of working under the supervision as a term and also able to work on own initiative, and to secure a career oriented job in well reputed and **progressive organization**.

Reference

* Will be provided on demand.