



Sajid Shehzad

Senior Finance Executive

PROFILE

An extremely motivated and focused accountant with more than 10 years' experience in financial reporting and accountancy. A broad and comprehensive knowledge of QuickBooks software and financial procedures and a keen eye for detail leads to fluid and transparent book-keeping and in turn client satisfaction.

CONTACT

Phone:
+92-322-2480210

Email:
sajid_shehzad@hotmail.com

HOBBIES

Reading Books
Playing Cricket

PERSONAL DETAILS

Father Name: Abdul Rahim
D.O.B : 04th October 1985
Marital Status: Married
Nationality : Pakistani
Religion : Islam

Address:
Flat # 12-M, Zehra Arcade, Bukshan
Village, Gizri, Karachi. Pakistan

EDUCATION

Bachelors in Commerce (B.com) - Karachi University
Intermediate - Govt. Urdu Arts/Commerce College
Matriculation - Brooklyn Secondary School

WORK EXPERIENCE

BY Ventures LLC - Senior Finance Executive

01-12-2016 – Present
Reporting – Taxation – A/c Receivables – Payables – Invoicing – Payroll
– Audit and perform other accounting tasks timely.

KN Terry Tex - Senior Accountant

01-08-2015 – 30-11-2016
Tax E filling – Import/Export Payments – Expenses – Bank Reconciliation –
A/c Receivable and A/c Payable.

King Chemicals Corporation - Account Executive

01-12-2010 – 31-07-2015
Customer Service – Aging – Invoicing – Managing Receipts & Payments
– Administration Tasks – HR Record keeping – Inventory Audit – Store
Supervising – Cash Handling and perform other timely assigned tasks.

Pervaiz Brothers - Accounts Assistant

01-02-2006 – 30-11-2010
Manual Cash Book – Sale/Purchase Report – Posting – Bank
Reconciliations – Petty Cash – Admin /HR Tasks.

SKILLS

QuickBooks Accounting Software
Tally Accounting Software
Dotnet Accounting Software
Foxpro Accounting Software
Outlook
Spreadsheets
Ms Office
Database Management
Typing
AutoCAD Program
Air Ticketing Program