

MUHAMMAD SHAHID AFZAL

Phone: (+92) 301 6056206 | Email: Rajashahid47@gmail.com | Email: Sagharafzal@gmail.com

Address: House No 183 Block No 04 Jauharabad (Khushab)



PROFESSIONAL SUMMARY

To secure the job in the Finance sector in your organization which could help me learn new skills and deliver my potential of financial analysis and strategic implementation of the new approach towards the development of the company. Backed by solid credentials (MBA in Finance) and LLB as well as MS Office Suite, QuickBooks, ERP.

EXPERIENCE

MAPLE LEAF CEMENT FACTORY MONITORING OFFICER

Iskanderabad, Mianwali
APR 13 - Present

Monitoring of Cement factories all over the Pakistan under the instructions of All Pakistan Cement Manufacturing Association (APCMA),

Coordinates with Sales & Marketing and other Production units to ensure that the delivery of cement and clinker is in accordance with the sales program, Checks daily the reconciliation of deliveries, stocks and non-shows reports investigates and resolves discrepancies in manual logs and computerized reports. Reviews delivery orders daily, ensures necessary inputs to the computers. Ensures proper bag storage at proper levels and re-ordering as necessary and ensures that computerized and manual sales and dispatch documentation is properly input and processed. Monitors movement of vehicles at loading areas and investigates and resolves delivery problems. Carries out daily inspection of packing plant and loading equipment with particular regard to weighbridge's precision and notifies Maintenance Division of any equipment malfunction. Work with a Team. Ensures the collection & distribution of computerized product order and delivery notices to coordinate the scheduling & delivery information with the Sales & Marketing Department and performs all related Oracle System requirements processes. Performs other related jobs as assigned by superiors.

ZACOTEX PRIVATE (LMT) LAHORE ACCOUNTANT

Lahore, Lahore
March 05 - Oct 11

Preparing and maintaining statutory books of accounts viz, journal, ledger, cash/bank book, stock book and subsidiaries and presenting a true and fair view of the company by preparing financial statements viz, P&L Account, Balance Sheet and annual reports and preparing the Payroll slip of the staff. Check and Balance of the Sale, control material and stable price in market. Payables and Receivables Management and its Reconciliation and costing of the various products, Fixing of prices, Variance analysis and Monthly budget, reporting and review of financial performance and also doing regular Monitoring and review of the accounting and inventory system

EDUCATION

BHAUDDIN ZAKARIYA UNIVERSITY (BZU) BACHELOR OF LAW (LLB)

Multan, MLT
September 2011 – February 2015

VIRTUAL UNIVERSITY OF PAKISTAN MASTER OF BUSINESS (MBA) FINANCE

Lahore, LHR
March 2008 – February 2011

UNIVERSITY OF SARGODHA BACHELOR OF ARTS (B.A)

Sargodha, SGD
March 2005 – August 2007

B.I.S.E SARGODHA INTERMEDIATE F.A(COMPUTER SCIENCE)

Sargodha, SGD
March 2001 – December 2003

B.I.S.E SARGODHA MATRIC IN SCIENCE

Sargodha, SGD
March 2000 – December 2002

ADDITIONAL INFORMATION

PERSONAL INFORMATION: My father name is **Raja Muhammad Afzal Khan**. I am single from Khushab and my date of birth is **03-02-1986** and my id card # **38201-3550203-5**. I am Pakistani and my passport # **B1373828**.

KEY SKILL: Invoices/Expense reports/Payment Transactions, Journal Entries & General Ledger, ERP in oracle, Monitoring skill.

COMPUTER SKILL: Proficient in Windows, A good hand on MS Office, Known about operating Hardware and Software.

HOBBIES: Reading books, using of net, Watching news and talk shows, something do a different

REFERENCE: References will be furnished on demand.