

Muhammad Qaiser Shad

Cell: +92 321 6897469

E-mail: mqaisershad@gmail.com



Career Objective

I am seeking to advance my career in a dynamic organization, embracing challenges that allow me to leverage my educational skills and abilities to achieve personal growth and contribute to organizational objectives.

Professional Experience

- **Accounts Executive at Texcot Dyeing and Processing**

From Sep 2022 to date

Responsibilities:

Maintaining Financial Records, Handling of accounts receivable & payable, Preparation of sale tax and commercial invoices, Preparation of profit and loss statements using excel, Preparation of staff salaries, Maintaining physical and digital employment contracts, Provide support to clients and employees, Manage confidential company documents, Warehouse management, Handling other accounts and admin related queries

- **AQ Collection Business as Co-owner**

From Feb 2019 to Aug-2022

Responsibilities:

Overall handling of wholesale business, Business administration, Business marketing, Stock Purchasing, Customers dealing, Maintaining financial records of business, Financial Analysis of business, Sale promotions, Legal compliance, Other business related activities

- **Engro Foods Limited as Project Coordinator**

From July 2017 to Jan-2019

Responsibilities:

Worked as project coordinator (Project: Big Push for Rural Economy), Lead all area admin and account officers, Coordination with PSDF and EFL, Verification of all area agreements / PCDV's / Vendor Bills, Register and update trainer data with PSDF web portal (MIS), Register and update trainee data with PSDF web portal (MIS), Preparation of logistic bills, Maintaining transportation records on daily and monthly basis, Petty cash management of office expenses, Preparation of contractual staff salaries on monthly basis, verification and updating of EFL – Agri training data at web portal (share point)

- **Maryam Collection Lahore as Admin and Accounts Officer**

From March 2016 to May-2017

Responsibilities:

Overall management of production unit (Ladies stitched clothes production unit), Preparation of labor weekly payments, Preparation of business profit and loss statements, Petty cash management, Maintaining sales record, Bank reconciliation, Maintaining store record, Maintaining debtors / creditors payment record, Other day to day activities related to business

- **Engro Foods Limited as Assistant Admin and Accounts Officer**

From June 2012 to Feb-2016

Responsibilities:

Working as acting admin and account officer at area office, Verification of milk payments on daily basis using EMAN (Engro Milk Automation Network), Warehouse management, Registration of milk supplier data in EMAN, Preparation of logistic bills on monthly basis, Analysis of logistic costs on daily and monthly basis, Preparation of chilling bills on fortnightly basis, Preparation of diesel consumption & analysis report on daily and monthly basis, Preparation of Loss/Gain in milk at different levels, Petty cash management of area office expenses, Preparation of contractual staff payments on monthly basis, Preparation of rent agreements, All other Admin and Accounts related activities

- **Arfa Garments Lahore as Unit Manager**

From June 2009 to April-2012

Responsibilities:

Overall management of female clothes production unit, Preparation of labor weekly payments, Maintaining stock record, Cash Management, Bank reconciliation, Dealing with customers, Maintaining vendors payment record, Maintaining Sales record, All other day to day activities related to business

- **Internship at UBL**

3 Months

Education

- **Bachelor in Commerce**

Year: 2009

- **FSC Pre Medical**

Year: 2006

- **Matric (Science)**

Year: 2004

Professional Skills

- Accounting Knowledge
- Book Keeping
- Financial Analysis
- Problem Solving
- Time Management
- Team Work
- Ethical Conduct
- Adaptability
- MS Office Knowledge
- Software Proficiency
- EMAN (Engro Milk Automation Network) Software
- Engro Life (Software)
- Windows and Software Installation
- Organizational Skill
- Negotiation Skill

Personal Details

- **Father's Name:** Muhammad Asghar
- **Date Of Birth:** 30-August-1988
- **CNIC No:** 36103-5940211-3
- **Marital Status:** Single
- **Religion:** Islam
- **Current Residential City:** Lahore, Pakistan

Reference

Reference available upon request