Canal City near DHA EME Canal Road

Lahore, Punjab, Pakistan

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sajid sarfraz

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| Objective |  | To enhance my skills through passionate, challenging, career oriented and motivational task by working in a dynamic environment |
| Education |  | m. b. a. (finance) 2012virtual university of pakistanPublic finance accountant 2019Pakistan institute of public finance accountants |
| computer qualifications |  | CS 101 Introduction to ComputingM.S.Office (Microsoft Word, Microsoft Excel, Microsoft PowerPoint, Microsoft FrontPage, Microsoft Access)E-Mail, Installation, Internet, |
| Prfessional Experience |  | Accountant - Polymer Plastic - lahore October 2017 – Present   * Compiling daily transactions Quickbooks Software * Managing Customers’ and vendors’ Balance ; Aging, Reconciliation * Making Stock Reports, Assisting in Purchases Raw Material  Accountant - SACHI CHAKKI KHIDMAT superSTORES - lahore February 2015 – January 2017   * Compiling daily transactions physically and in ERP Software * Making audit of daily cash report of cashiers * Updating daily cash and bank balance and reconciling with cash book * Preparing Monthly Profit & Loss Statement * Preparing and managing Accounts Payables * Preparations of daily expenses vouchers * Verification of vouchers, payroll * Monthly bank reconciliation reports. * Generating GRN of purchased items * Generating stock movement forms * Generating stock return forms  Accountant - dawateislami - vehari December 2011 – July 2014   * Preparing monthly financial reports of cities and forwarding to zonal office * Preparing monthly, annually reports and comparative reports in Excel * Making payments of salaries to employees * Making Audit of Cities * Preparing annual budget  Accountant cum computer operator - SACHI CHAKKI superSTORES - lahore January 2011 – November 2011   * Updating payments and receipts in computer to generate ledger in ERP Software * Checking computer ledger with physical ledger * Preparing daily cash report of cashiers * Generating GRN of purchased items * Generating stock movement form to other branches * Generating stock return forms * Updating daily cash balance and bank balance  Area manager – utility stores corporation – bahawalnagar - lahore August 2009 – April 2010   * Made visits to stores for stock taking * Worked as Incharge Fixed Assets * Performed duties as Vigilance Officer; supervising delivery of sugar to stores * Worked as Incharge Computer Section (KPO)  data entry operator - utility stores corporation of pakistan - okara October 2008 – July 2009   * Managed debits, credits of warehouses and sales points * Prepared daily, weekly, monthly, quarterly and annually reports and submitted to Zonal Manager and Head Office * Prepared periodically PV Reports and submitted to Regional office * Provided Accounts Section with details of Debits, Credits, Stock Status of Warehouses, minimarkets and Sales points |
| Personal information |  | Father's Name : Sarfraz KhanDate of Birth: 25-01-1985Marital Status: SingleN.I.C. #: 35301-4133918-7Domicile: PunjabReligion: Islam  * Nationality: Pakistani |