



Curriculum Vitae

Syed Sabahat Hussain.

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Personal Objective

“I would like to earn a challenging career by becoming a vital part of a professional team through my expertise to achieve the business and personal objectives.”

Experiences

M/s. Hejaz-e-Moqaddus International Travel & Tours.

Worked as an “**Accountant+Cashier**” since 12th Nov. 2012.

M/s. Imtiaz Engineering Services. (06 Years & 09 Months) **(ISO 9002 Certified Company)**

Exporter & Manufacturer of Cooling Tower.

Worked as an “**Accountant+Cashier**” from 15th Jan. 2005 to 08th Oct. 2011.

M/s. Omar Group of Companies. (06 Years & 08 Months)

Company engage in large construction

Projects in Pakistan like Hub Power

Project with multinational Company.

Exporter & Manufacturer of Talc

(Mineral) & Silica Sand.

Worked as an “**Accounts Assistant+Cashier**” from 01st Apr. 1998 to 26th Dec. 2004.

Educational Skill

- B-Com. In 2nd division from Karachi University in 1996.
- Inter (Science) from Karachi Intermediate Board in 1993.
- Matriculation (Science) from Karachi secondary Board in 1990.

Computer Skill

- Windows, Travelpro v3.9, Similar Software, MS. Office, & Internet.

Driving Skill

- I have a heavy Driving exp. I am driving since 1990. (**All kind of LTV Vehicles. Like Cars, Hi Roof, Suzuki & Hiace.**)

Personal Profile

Father Name	S.Fasahat Hussain.
Date of birth	11 th May 1974
Passport No.	AR6899674
Expiry Date	15 th Jan 2025
Marital Status	Married
Religion	Islam

Job description

01. Prepare Bank reconciliation statement every month.
02. Posting to General Ledger and sub ledger.
03. Reconcile sub ledger balances with General Ledger.
04. Prepare bank payment Vouchers, receipt vouchers, journal vouchers.
05. Prepare payroll & make remittances including salary forwarding.
06. Postings of Daily Transactions.
07. Processing of A/c Payables & Receivables.
08. Checking of Vendors/suppliers Bills.
09. Reconciliation of control accounts & subsidiary accounts including (stock account)
10. Accounts payable, Receivable & Bank accounts).
11. Petty Cash Management.
12. Cash Count.
13. Preparing of Cash Report on Daily Basis for Management.
14. Year End Adjusting Entries.
15. Interfacing with Auditors.

References:

- **Muhammad Shamsul Huq.** Chief Accountant M/s. Omar Group of Companies, Karachi, Pakistan.
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E-mail Address: info@omargroup.com
- **Misbah-uz-Zaman Khan.** Chief Executive M/s. Misbah Khan Associates , Karachi, Pakistan.
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