

# Shahzad Ahmed

## Objective

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To pursue a challenging career in a dynamic and progressive organization, with the aim of utilizing my knowledge and creativity furtherance of my own and the company's objectives.

## Experience

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### Accounts Officer – (2015 to 2021)

#### TCS Pvt Limited

- Daily Cash sales checking and Balancing
- Incorporation of receipts in Oracle Financial and Reconciliation at the day end
- Preparing Debit and Credit memos after verification of Queries
- Debit and Credit memos Posting in Oracle Financial
- Customer new Accounts activation with proper documentation
- Verification of daily Bank Deposits
- Cash on deliveries collection & Posting
- Responding the queries related to monthly Billing process
- Uploading of Receivables data into Oracle Financial
- Weekly/Monthly Cash and Credit sales data uploading and reconciliation
- Receipts of cash and Reimbursement of Petty Cash vouchers/Claims
- Petty Cash Voucher Posting in Oracle Financial as per expense code

### Deputy Officer – Accounts & Finance (2021 to till date)

#### Berger Paints Pakistan Limited

- Incorporate Provisional Receipts of Berger (Non Retail), Buxly NR and Berger Road Safety on daily basis
- Customers Ledger adjustments on daily basis
- Issuance of Credit notes of Sales tax/ Income Tax and their adjustment
- Ensure collection from Shan Distributor and Bank Deposit on daily Basis
- Updating daily sales and collection report of Shan Distributor ( Primary & Secondary ) in order to check sales and collection movement
- Verify and compile Early Payment discounts Claims of Shan Distributor dealers
- Goods return Inventory Credit note Issuance after verification of GRI
- Monthly Provisional Receipts books Audit to ensure the accuracy
- Update wrong trade discount of Shan Distributor on regular basis to ensure that accurate discount is applied on invoices

## Contact

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### Address:

House # 19, Street # 19 Madina town  
Shakrial Rawalpindi

### Phone:

+92 333 5601182

### Email:

Shahzadraja01182@gmail.com

## Languages

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English

Urdu

Punjabi

- Weekly reconciliation of Provisional receipts to ensure that all transactions are incorporated in ERP as per departmental SOP
- Conduct monthly **Invoice receiving verification** in order to ensure that no invoice is missing, rest of the received invoices are duly signed and stamped as per SOP
- Perform any other duties assigned by Senior Official time to time
- Incorporate Purchase requisition in system approved by Branch Manger
- Prepare, maintain and Posting of Petty cash vouchers in system

## **Education**

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Master of Commerce: **M.COM** – 2020

**FUUAST – Islamabad**

Bachelor of Commerce: **B.COM** – 2014

**Punjab University – IMPCC H-8/4 Islamabad**

Intermediate of Commerce: **I.COM** – 2011

**FBISE – IMPCC H-8/4 Islamabad**

Matriculation – Matric -2009

**RBISE**

## **Software's**

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- Microsoft Office ( Excel, Word, PowerPoint )
- Operation Management System ( OMS )
- Oracle Financial ( OF )
- Customer Recovery Management System ( CRMS )
- Enterprise resource Planning ( ERP )