

ZEESHAN ALI**B.com (Continuous)****Contact:** +966506850152**Email:** shanniazi058@gmail.com**Address:** Al Aziziya Jeddah K.S.A**Iqama: Transferable**

Career Summary: Professional Management Accountant with more than **03-Years (1-Years plus in K.S.A)** of well diversified experience Accountant with a demonstrated history of working in the different industry. Skilled in Account reconciliation, Online Banking, General ledger, Internal controls, and Accounts payable. Strong accounting professional.

Career Objective: *Awaiting for opportunity to deploy the skills gained through professional qualification & by working in renowned companies under various areas, to uplift the organization and fulfill the thrust of achievements.*

Professional Work Experience:

Organization: Nirala Restaurant
Tenure: APR-2022 to APR-2023
Designation: Accountant

Nirala Restaurant is One of the best Restaurant famous for Pakistan & Indian Foods.

Responsibilities:

- Prepare on daily basis the Cash position of the company.
- Reconcile the Bank & credit card every month.
- Close the monthly accounts on a timely basis.
- Prepare the VAT and Withholding tax file.
- Maintain Petty cash & post all related vouchers on daily basis.
- Reconcile the Customer & Supplier ledgers.
- Prepare statement of Payroll.
- Prepare the Fix Assets inventory system, Software and Barcodes.
- Prepare the External Auditors for smooth and accurate audit of accounts.

Organization: PC Hotel Lahore, Pakistan

Tenure: JAN-2020 to JAN-2022.

Designation: Accountant

PC Hotel One of the best Hotel in Lahore city. Airport taxi has been the only officially taxi operator at the PC Hotel.

Responsibilities:

- Reconcile the Bank
- Reconcile the Supplier invoices.
- Reconcile the Petty Cash
- Prepare the Journal Voucher, Bank receipts & Bank payment slip.
- Prepare the online Bank payments & Check.
- Prepare for send the Customer invoices.
- Prepare the Audit File.
- Daily Bank position from different Banks accounts.
- Follow up on customer complaints & solves.
- Prepare online Banking payment.

Academic Education:

<u>Qualification</u>	<u>Examining Body</u>	<u>Years</u>
• B.com	University of Punjab, Pakistan	Con...
• ICS	BISE Board Lahore, Pakistan	2013

Communication and Interpersonal Skills:

- Ability to manage work under stress and pressure.
- Having strong Interpersonal, Presentation and Negotiation skills.
- Have a good level command over English and Urdu Languages.

Certification/Additional Skills:

- Tally + Peachtree + QuickBooks
- **Professional Development:**
 - Workshop on Time Management.
 - Internet, Word, Office, In page, Google, Uc Browser.
 - Computer knowledge.

Personal Information:

- Father Name: Ashiq Ali
- Religion: Islam
- Marital: Single
- Iqama Number: 2515053144
- Date of Birth: 15-September-1996