
IRFAN SHAHZAD

Address: Flat # 202, Floor # 2
Royal Plaza Apartment
Dubai, UAE

Cell No: +971-564101033

Email:lk643184@gmail.com



PERSONAL INFORMATION

Father's Name:	Mehtab Khan
Date of Birth:	March 06, 1985
Nationality:	Pakistani
Religion:	Islam
Marital Status:	Married
License :	UAE Driving License
Visa Status:	Employment
Languages Known:	English, Arabic & Urdu

OBJECTIVE

A challenging position in an organization, where I can earn career oriented professional experience, utilizing my qualification, enhance my capabilities & working under the supervision of professionals and skillful management.

PROFESSIONAL PROFILE

An enthusiast, keen to grab opportunities which offer professional growth and excellence; highly, motivated to work on exciting and challenging projects. Good communication and coordination skills, equally successful in both team and self-directed settings.

ACADEMIC QUALIFICATION

Bachelors (Arts)	Hazara University, K.P.K.
Intermediate (Science)	Government College, Muzaffarabad.
Metric (Science)	Government Boys High School, Muzaffarabad.

TECHNOLOGY EXPERIENCE

Good knowledge in following computer programs

- MS office (namely MS Word & MS excel, MS Access, MS Outlook)
- QuickBooks (Computerize Accounting Software)
- Hospitality Accounting Software (IDS)
- Telly ERP 9

PROFESSIONAL EXPERIENCE

Organization Name: Al Kabab Al Afghani

Apr, 2018 to Till Date

Job Designation: Junior Accountant

Address: Al Nahda Dubai

RESPONSIBILITIES

- Managed accounts payable, accounts receivable.
- Managed the internal and external mail functions.
- Performed general office duties and administrative tasks.
- Generated monthly close of financial statements.
- Researching discrepancies and reconciling accounts.
- Coordinating with location managers and vendors.
- Administered online banking functions.
- Prepared and reviewed appropriate ledger entries and reconciliation.
- Prepared management reports concerning purchases, sales, and inventory.
- Prepare, verify, and process invoices and coding payment documents.
- Bank reconciliation.
- Verify ledger accounts.
- Prepare book entries and issuing of receipts.
- Maintain update customer records.

Organization Name: Sun & Sands Hotel

Jan, 2016 to Mar 2018

Job Designation: Auditor/Accountant

Address: Rigga Road near Rigga Metro Station

RESPONSIBILITIES

- Posts room charges and taxes to guest accounts.
- Processes guest charges voucher and credit card vouchers.
- Posts guest charge purchase transactions not posted by the front office cashier.
- Transfer charges and deposits to master accounts.
- Verifies all account postings and balances.
- Monitors the current status of coupon, discount, and other promotional programs.
- Tracks room revenues, occupancy percentages, and other front office statistics.
- Prepares a summary of cash, check, and credit card activities.
- Summarizes results of operations for management.
- Prepare of End of day procedure.
- Run end of day process in Fortune Next 6i (IDS).
- Understand principles of auditing, balancing, and closing out accounts.
- Knows how to operate IDS, printers, and other front office equipment.
- Management of petty cash transactions.
- Controlling credit and ensuring debtors pay on time.
- Reconciliation of direct debits and finance accounts.
- Ensuring all payments amounts & records are accurate.
- Preparation of statutory accounts.
- Working with journals, sales & purchase ledgers and spreadsheets.
- Assist Financial Controller for his work.

Organization Name: PSO Pakistan

June-2015 to sep-2016

Job Designation: Accountant

Address: Karachi Pakistan

RESPONSIBILITIES

- Using a variety of software packages, such as Microsoft Word, Outlook, PowerPoint, Excel, Access, etc., to produce correspondence, documents and maintain presentations, records, spreadsheets, and databases.
- Devising and maintaining office systems.
- Managing and maintaining budgets, as well as invoicing.
- Liaising with staff in other departments and with external contacts.
- Ordering and maintaining stationery and equipment.
- Sorting and distributing incoming post and organizing and sending outgoing post.
- Organizing and storing paperwork, documents, and computer-based information.

EXTRA CURRICULAR ACTIVITIES

- Outing and Hiking with Friends