

# JAWAD ZAHEER

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## PROFESSIONAL SUMMARY

- Master's in Business Administration (M.B.A) with major in Finance with 8 years' professional experience in Hospitality, FMCG & IT Services industry
- MBA from FUUSAT obtaining 3.4 GPA.
- Extensive experience of Teaching Accounting and other Commerce subjects
- Excellent track record of solving mathematical and Accounts problems.
- Proven ability to lead by example, consistently achieved targets, improves best practices and organizes time efficiently
- Conduct Interviews and involved in hiring process
- A proactive person with positive attitude and passion for excellence. Outstanding team player with ability to liaise with people at all levels.
- Extremely motivated and committed to delivering the highest standard of work.

**Industries:** FMCG, Finance and Accounts, Management, IT & Sales

**Interest:** Mathematical problems, Chess, Calligraphy

## PROFESSIONAL EXPERIENCE

### NAFT Corporation, Karachi, Pakistan

**Designation: Manager Finance**

**Aug 2018 –till now**

NAFT Corporation is basically a group of four different ventures, 14<sup>th</sup> Street Pizza Co Pvt. Ltd, Red Hub Pro, & Food Line Factory & NAFT Corporation itself. Running 14<sup>th</sup> street pizza brand as franchiser as well as running three branches in Karachi. I joined the company as "Assistant Manager Finance"

Responsibilities includes (but not limited to).

- Detail analysis & comparison of P&L to find out the variance & other factors effecting cost.
- Daily sale reconciliation & cash management.
- Issuing invoices to different franchisee
- Bank Reconcile.
- Maintaining Accounts Payable and Receivable records.
- Maintaining record of advances & loan for payroll assistance.
- WHT and GST related issues.
- Daily cash management
- Meetings and follow-up with franchisees.

### Business Beam (Pvt.) Ltd, Karachi, Pakistan

**Designation: Accounts Executive**

**Aug 2016 –Aug 2018**

Business Beam (Pvt.) Limited is a Registered IT company in Pakistan. I joined the company as Accounts Executive

Responsibilities includes (but not limited to).

- Preparing Profit & loss statement.
- Preparing Balance sheet.
- Issuing invoices and Sales receipts
- Bank Reconcile.
- Maintaining Accounts Payable and Receivable records.
- Handling Bank related issues including wire transfer etc.
- Payroll accounting.
- WHT and GST related issues.
- Petty Cash management
- Meetings and follow-up with client for on payable and receivable issue.

### Other Experiences.

- Worked as **Senior Accountant** in **Bel Mont enterprises** from **Oct 2014 to March 2016** maintaining Account books & records Bank reconciliation, receivable / Payable issue etc.
- Worked as **Accountant** in **Silver Sand enterprises** from **Dec 2012 to Oct 2014** maintaining Account books & records etc.
- Worked as **Restaurant Manager** in **KUICK BITE** Chinese & Fast Food restaurant, from **Jan 2011 to Dec 2012**.
- Worked as **Management Trainee Officer (MTO)** in **Emirates Shipping Agency** from **Dec 2009 to Dec 2010**.

### ACADEMIC QUALIFICATIONS

<i>Degree</i>	<i>Major</i>	<i>University</i>	<i>City / Country</i>	<i>GPA / Year</i>
MBA	Finance	FUUSAT	Karachi, Pakistan	3.44 / 2008
B.Com	Computer Science	Karachi University	Karachi Pakistan	56%

### AWARDS AND ACHIEVEMENTS

**2<sup>nd</sup> Position in Calligraphy competition held in Sheikhpura.**

### TECHNICAL SKILLS

<b>Platforms</b>	Windows XP, Windows 7, Windows 8
<b>Databases</b>	Tally ERP, Microsoft MS-Office, Internet & E-mail clients, PHP base online software etc.

### PERSONAL INFORMATION

<b>Languages</b>	Urdu & English – Fluent Written & Spoken
<b>Gender, Marital Status</b>	Male, Single
<b>Nationality</b>	Pakistani
<b>Mobile</b>	+92 322 2464586
<b>Current Location</b>	Karachi. Pakistan
<b>Reference</b>	Can be available upon request