**** **Shoaib** **Ali** **Khan**

***Father’s Name: Mohammad Ali Khan (late)***

***Date of Birth: 13 October 1975***

***CNIC No: 42101-4645435-7***

***Passport No: LP4104353***

***Nationality: Pakistani***

***Address: Al-Noor Society, F.B Area***

***Karachi – Pakistan***

***Pakistan***

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**OBJECTIVE**: I want to contribute my professional approach in the benefits of the company.

**ACADEMIC QUALIFACATION**

Bachelor of Commerce (B.Com**) from Karachi University 1192**

**IT SKILLS:**

Excellent in MS WORD & EXCEL all features, ERP10- ORACLE module petty cash

**LANGUAGES SKILLS:** English & Arabic

**DRIVING LICENSE:** Valid driving license - Pakistan

**PROFESSIONAL SKILLS:**

**EXPERT GST/VAT RETURNS CALCULATION**  **1:- Suppliers/Contractors payments and their statements of Accounts.**

**2:- Maintaining A/P & A/R accounts by book Keeping.**

**3:- Preparing monthly clients invoices and maintaining the statement of Accounts.**

**4:- Bank Reconciliation and Projects cash Reconciliation.**

**5:- Calculation of VAT returns invoice.**

**6:- Preparing Project salaries and overtime.**

**7:- Company cash handling and keeping corresponding with banks.**

**8:- Supervising warehouse Assistant, keeping records of all incoming/outgoing item by purchase orders,invoices and delivery notes**

**9:- Preparing monthly warehouse report,**

**10:- Reconciliation of warehouse stock.**

**11:- Preparing monthly Project budget report**

**12:- Preparing projects monthly expense report**

**13:- Preparing Project cash expense report**

**14:- Preparing purchase orders, GRN, and material requisition.**

**15:- Preparing P & L account and monthly closing report.**

**Abdullah Sons Co, Tabuk , Saudi Arabia, as** Sr. ProjectAccountant/Warehouse Incharge

December 10th, 2010 – September 16th 2021

**Al-Manahel Water Factory** – Riyadh, Saudi Arabia as a Branch Accountant March 1994 to September1996

**Pakistan Electrical & Mechanical Co**, Karachi-Pakistan, as Accountant/Warehouse Incharge,

October 2006 to July 2010

**The city School pvt Ltd**- Karachi Pakistan as Regional Accountant December 1997 to April 2006

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