**CIRRICULUM VITAE**

**UMAR ZAHID**

**Email: omzub143@gmail.com**

**Mobile: +966 59 2944 591**

**Address: Al-Khobar Cross 5, Saudi Arabia**

**CAREER OBJECTIVE:**

**Seeking a challenging and rewarding career, where my strong work ethic, education and expertise can be used to promote the mission and exceed team goals.**

**CAREER SNAPSHOT:**

* **Work experience in the arena of Accounts.**
* **Provides financial information to management by researching and analyzing accounting data; preparing reports.**
* **Prepares asset, liability, and capital account entries by compiling and analyzing account information.**
* **Documents financial transactions by entering account information .**
* **Recommends financial actions by analyzing accounting options.**
* **Maintains accounting controls by preparing and recommending policies and procedures.**
* **Reconciles financial discrepancies by collecting and analyzing account information.**
* **Maintains financial security by following internal controls.**
* **Prepares payments by verifying documentation, and requesting disbursements.**
* **Prepares special financial reports by collecting, analyzing, summarizing account information and trends.**
* **Contributes to team effort by accomplishing related results as needed.**

**EMPLOYMENT DETAILS:**

**Ideal Vision Technology (Khobar- Saudi Arabia)**

 **Duration: Apr, 2022 till date**

**Roles and Duties:**

* **Examining bank statements, petty cash and reconciling with general ledger entries**
* **Prepares asset, liability, and capital account entries by compiling and analyzing account information**
* **Recording and categorizing expenses, and preparing financial reports**
* **Examining the accuracy of financial documents and where they stand with laws and regulations**
* **Keeping account books and systems up to date**
* **Recording payments and disbursements**
* **Working with external auditors**
* **Maintains accounting controls by preparing and recommending policies and procedures**
* **Summarizes current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports**
* **Handling stock and preparing monthly report of inventory**
* **Identify areas for improvement and implement improvements to processes**

**Insha Press Art (Lahore- Pakistan)**

 **Duration: September, 2020 till March, 2022**

**Roles and Duties:**

* **Examining bank statements, petty cash and reconciling with general ledger entries**
* **Examining expense report submitted by employees**
* **Doing procurement and helping management for the better**
* **Dealing with the customers and follow up about the payments**
* **Creating company financial reports with the above information included**
* **Examining the cost of production and resolves the issue**
* **Deal with the vendors for the job order production**
* **Job order production management**
* **Manage the all work regarding job order and manage**
* **Creating invoices managing the delivery**

**Al Waseem Computer Devices LLC (Sharjah-UAE)**

 **Duration: August, 2018 till July, 2020**

**Roles and Duties:**

* **Examining bank statements and reconciling them with general ledger entries**
* **Examining expenses submitted by employees.**
* **Keeping an eye on incoming payments from accounts receivable and outgoing payments from accounts payable.**
* **Creating company financial reports with the above information included.**
* **Analyzing data collected in order to determine the state of the company’s financial health.**
* **Analyzing data to understand where the company is generating and losing revenue.**
* **Examining the proficiency of the software programs used to organize data.**
* **Generating financial reports that display the company’s profits, equity and cash flow.**
* **Report to management regarding the finances of establishment.**
* **Develop, implement, modify, and document recordkeeping and accounting systems, making use of current computer technology.**

**ACADEMIC QUALIFICATION:**

 **B. Com from Punjab Group of Colleges (2011)**

 **Intermediate (I.COM) from Punjab Group of Colleges (2009)**

 **Matriculation from Cathedral High School, Lahore (2007)**

**CORE SKILLS:**

|  |  |  |
| --- | --- | --- |
| * Presentations
 | * Self-motivation
 | * Proficiency in IT
 |
| * Management
 | * Team working ability
 | * Analytical ability
 |
| * Planning and Organizing
 | * Communication and interpersonal skills
 | * High level of numeracy
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**COMPUTER SKILLS:**

 **Microsoft Office, Word, Excel, PowerPoint, Microsoft Teams, Zoom, Peach Tree, Outlook, Quick book, Sage,**

**Real Soft, ERP Tally, KPI**

**LANGUAGE SKILLS:**

|  |  |  |
| --- | --- | --- |
| * **English**
 | * **Urdu**
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**GENERAL INFORMATION:**

* **Name : Umar Zahid**
* **Father Name : Zahid Mahmood**
* **Gender : Male**
* **Date of Birth : 13 February, 1991**
* **Nationality : Pakistan**
* **Place of Birth : Lahore, Pakistan**
* **Religion : Islam**
* **Passport Validity : 27 Nov 2019 To 25 Nov 2029**
* **Passport No : EN5175642**
* **Iqama Validity : 01 AUG 2022 To 01 AUG 2023**
* **Iqama No : 25251766014**