CURRICULUM

VITAE **SHAHID IMRAN**

**Master in Business Administration** (Finance) **in**

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Faisalabad Road, Sahiwal

**CAREER PROFILE**

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| --- | --- | --- | --- |
| * 10+ Years of Experience   (Accounts/Finance/Admin) | * Products Accounts | * Terminal Operation | * Business Administration |
| * Audit of Accounts | * Inventory Management | * Bank/Product Reconciliation | * Payroll Management |
| * Product/General Accounting Software’s (SAP,ORACLE) | * Supply Planning and Scheduling | * Supervision and Record Keeping | * Business Correspondence | |

**WORK EXPERIENCE**

**ASKAR 1 OIL SERVICES (PVT) LIMITED, MACHIKE INSTALLATION, SHEIKHUPURA PAKISTAN**

**Operation Executive (01st June 2019-Present)**

**Accounts Executive (02nd July 2018-31st May 2019)**

Key Duties and Responsibilities:

* To supervise all operational activities like Parco Receipts, Tank Lorry Receipts, filling and decanting of Tank Lorries.
* Prepare Daily and Monthly Loss Gain Reports, and calculate shortage of Tank Lorries.
* To Manage Stock Inventory and Generate Stock Reports on Daily Basis.
* To Manage Hospitality Accounting and Stock Reconciliation Reports on monthly basis.
* To Manage Import Stock Record, Process Import Stock G.D and Coordinate with Custom Inspector, Tax Advisor to deal Custom and Tax related matters.
* Coordination with all concerned departments in Head Office Logistic/Sales/Finance for execution of loading orders generating and uplifting of product for smooth and safe supply of product.
* To Verify Orders Issued From H.O and instruct to operation department for Filling of T/L
* To make Stock and General Accounts Transactions in SAP Software.
* Petty cash handling and reconciling with receipt and payment invoices.
* To Maintain Employees Attendance, Salary Sheet and Overtime and send to H.O on Monthly Basis.

**Loss Gain Calculations:**

Calculations of loss gain of Working, Dispatched products and Received products in ambient volume and volume at 85F.

**SAP User:**

Involved as a key user in a new software implementation regarding an easier track of all maintenance activities, monitoring continuous updates and data entry by all implicated departments, reporting bugs, errors or calculation faults in data collection to the software developer.

**Operational Activities**

* To Verify Dips of Tanks (PMG and HSD) and investigate Loss/Gain with Operation Department on Daily Basis.
* Well aware of Pipeline Receipts from PARCO includes Tank Gauging, Sampling, joint sealing as per SOP’s.
* To Verify Dips Of T/L and Calculate of Shortage/Loss Gain.
* Well aware of Product Distillation.
* To coordinate daily reconciliation of products with Operation Department.

**Health Safety and Environment:**

Understand the Company HSE Policy and how it relates to the job Very safe and efficient work. Work scope includes, permit to work system, Confined Space entry, Crane operations, Fire Extinguishers and Fire Types etc. Also participate in weekly fire drills conducting at terminal.

**AL TABAA GROUP OF COMPANIES, DUBAI, UAE. (A Group of Technical Services and General Trading Companies)**

**Accounts/Admin Manager** (15th April 2011-30thApril 2018)

Key Duties and Responsibilities:

* Managing the Overall Operation of Company and reporting to Managing Director.
* Acting as an In-charge of Accounts and Administration Department.
* Implementing management tools for measuring, analyzing financial and operational information systems like financial ratios, sales forecasting, integrated budget model, product pricing, and management reports.
* Generating Financial reports including Income Statement, Balance Sheet, Accounts Receivable, Accounts Payable, Inventory, and related Accounting Schedules.
* Responsible for developing specifications and working with system developers to implement and sustain system changes, managing and set up of Chart of Accounts.
* Overseeing logistics movements within the company apart from coordinating with Freight Forwarding Assignments. Handling the overall management of Export & Clearing documentation and formalities.
* Managing general office administrative dealing with office control and maintenance aspects. Supervised the Renewal of Trade licenses, processing a Visa Application for a new staff from Quota Application to Visa Stamping, visa cancellation of an employee and almost all possible work of labor and immigration department.

**S M BASHIR GROUP OF COMPANIES, PAKISTAN (Distributor of Shell Oil, Nestle, Reckitt Benckiser and Rak Porcelain, UAE)**

**Accountant** (01st May 2010-10th April 2011)

Key Duties and Responsibilities:

* Overall supervision of accounts department and reporting to Company Owner.
* Handle the complete accounting cycle, including opening, posting entries and closing of accounts and preparation of various accounting reports.
* Generated monthly financial statements; prepared management reports concerning purchases, sales, and inventory and staff commission checks.
* Coordinate with Tax Advisor and Provide Assistance to deal Tax related Issues.
* Handle tasks related to cash disbursement, cash reconciliation, Bank reconciliation, accounts payable and accounts receivable
* Petty cash handling and reconciling with receipt and payment invoices.
* Maintaining accounts, databases and all the day-to-day Accounting operations in order and up to date.
* Prepare and maintain various supporting documents like bills, receipts, vouchers, invoices, purchase order and monthly billing reports.
* Generating customer invoices and reconciles payment and chases them on time.

**LYALLPUR CARRIAGE (Zonal Office of Gas and Oil Pakistan)**

**Accounts Officer** (01st January 2008-30th April 2010)

**Key Duties and Responsibilities:**

* Posting of Purchase and Sale Transactions of Oil Trading Items in Oracle Base Accounting Software.
* Managing Accounts of Customers and Aging Analysis with Credit Limits.
* Managing Payroll of Employees and process to their Bank Accounts.
* Petty cash handling and Reconciling with receipt and payment invoices.
* Maintaining accounts, databases and all the day-to-day Accounting operations in order and up to date.
* Prepare and maintain documents like bills, receipts, vouchers, Cheques, purchase order.
* Generating customer invoices and follows up Payments.

**ACADEMIC QUALIFICATIONS**

* **(2005 – 2007 Master in Business Administration (MBA)**
* Institute of Management Sciences (PAK AIMS), Lahore. Pakistan.
* **Main Areas:** Business Finance, Financial Management, Investment Analysis& Portfolio Management, Capital Budgeting, Financial Accounting, Analysis of Financial Statements and Management.
* **(2003-2004) Bachelor in Commerce (B.COM)**
* Baha Uddin Zakariya University, Multan, Pakistan.
* **Main Areas:** Financial Accounting, Cost Accounting, Business Communication, Introduction to Business.

**MY STRENGTHS**

* Highly organized, hardworking, proactive, focused, & have attention to detail.
* Critical thinking, decision making and problem solving skills.
* Ability to Blend Easily in the Culture of the Organization.
* Highly Motivated and Aspiration to Achieve Highest Standard in Life.
* Strongly believe in very Hard Work to Achieve High Targets in Life.
* Loyalty to the Organization.
* Good Verbal and Non-verbal Communication and Written Skills

**COMPUTER SKILLS**

* **Accounting Packages:** Oracle, Sap, Peachtree, Tally, Quick Book
* MS Office (Advanced Excel, Word, PowerPoint) MS outlook-Email & Internet

**Reference will be furnished on request.**