



CURRICULUM VITAE

Zohaib Ali Asghar

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Lahore

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Career Objective:

Experienced, Detailed-Oriented Accounts & Finance Professional seeking a Position, which will benefit from my Problem Solving, Analytical Skills, as well as an Advanced Understanding of Popular Accounting and Tax Software.

Professional Working Experience:

Ercon Group of Industries



Serving Ercon Group Automobile Section as **Accounts Executive** From 1st October, 2016 to till to date. My duties and Responsibilities are:

- Preparation and Reporting of Monthly **Profit and Loss** Account.
- Preparation and Reporting of weekly **Funds Flow Statement**.
- Preparation of Weekly **Payment Schedule**.
- Verification and Finalization of **Accounts Receivables, Accounts Payables** on monthly basis.
- Reporting of Monthly **Sales and Sales Recovery Reports**.
- Preparation of Monthly **Sales Targets**.
- Preparation and Reporting of Monthly **Payroll Statement**.
- Recording and Posting of all accounting **Transactions into the ERP System** on daily basis.
- Preparation of **Daily Sales, Stock, Production and Petty cash Expense Reports**.
- Maintenance and Checking of **Fixed Assets Register**.
- Verification of Monthly **stock taking** activity and reconciliation of Physical Balances with the system Balances.
- Preparations, Revisions and Renewals of all **corporate Agreements**.
- All Kind of Dealings with **SECP, FBR, EOBI, PESSI, LESCO, Banks, WAPDA**.
- Preparation and Filling of Monthly **Sales Tax Returns** and **Withholding Income Tax Returns**.
- Preparation and Filling of Annual **Income Tax Returns**.
- Participations in **Internal and External Audits**.
- Reporting of Year-End Financial Position.
- Supervision of Accounts Assistants and Bookkeepers.
- Planning, Assignment and Revisions of Staff's work.

Gourmet Foods (Pvt.) Ltd.

Worked with Gourmet Foods in its Dairies Section as **Senior Accountant** From 25th September, 2013 to 27th March, 2016 and my duties were:

- Recording of All Type of Company **Vouchers** in **G Books**.
- Preparation and Reporting of Daily **Inventory Sheet**.
- Preparation of Daily **Petty Cash Expenditure Sheet**.
- Preparation of Weekly **Bank Reconciliation Statement**.
- Preparation of Daily **Sales, Stock and Production Reports**.
- Checking of **Aging Sheets** and **Ledgers** for Payments.
- **Reconciliation of debtors balances** on monthly basis.
- Verification of Suppliers Invoices against **Purchase Orders**.
- Generation of **Delivery Challan** and **Sales Tax Invoices**.
- Supervision of **Scrape Sales Process**.
- Preparation of **Payment Schedule** for Suppliers and contractors.
- Preparation of Monthly **Salary Statement**.
- Compilation of Time Sheets and calculation of Overtime using **ZKT Attendance Machine**.
- Responsible for maintaining and entry of **EOBI and PESSI contribution** in files.
- Preparation of **Monthly Meeting Documents**.
- Checking of **Aging Payments** for accuracy and Tax Deduction.

Bin Zaman Traders (Pvt.) Ltd.

Worked with Bin Zaman Traders as **Import Export Manager** From 17th January, 2013 to 12th August, 2013 and my duties were:

- Recording and Posting of All accounting **Transactions**.
- Preparation of **Petty Cash Expense Sheet**.
- Preparation of **Sales, Production and Stock Reports** on Daily Basis.
- Finalization of **Accounts Receivables and Payables** to assist in financial closing Process.
- Preparation of Monthly **Bank reconciliation statements**.
- Preparation of **Sales Tax Invoices, Summary Sheets** and **Delivery Documents** for Customers.
- Filling of **Sales Tax Returns**.
- Preparation of Monthly **Stock Taking Sheet**.
- Preparation Reporting of Monthly **Profit & loss account**.
- Preparation of Monthly **Salary Statement**.

Edwags (Pvt.) Ltd.



Worked with this Construction Company as **Accountant** From July 25, 2012 to December 21, 2012 and my duties were:

- **Invoicing of customers** and making calls for recoveries
- **Bank Related Dealings** For Staff Accounts.
- Preparation & Posting of **Vouchers** into the **System**
- Preparation of **Sales Tax Invoices**
- Preparation of **Daily Cash Summary**
- Preparation of **Daily Cash Reconciliations** along with Denomination
- To take the Report of day's end cash from the software
- To **Reconcile the Day End Cash** in the software with the Physical cash
- Maintenance of **Bank book**.
- Assisting in the preparation of Month end accounts Closing.

Educational Qualifications:

- **Association of Certified Chartered Accountant (ACCA) Part 1** Qualified in 2008 with 60% Marks.
- **Bachelor of Business Administration & IT (BBA & IT)** from Hajvery University Lahore (HU) in 2007 with 3.0/ 4 GPA.
- **Intermediate in Computer Sciences (ICS)** from Punjab College of Information Technology (PCIT) in 2003 with 50% marks.
- **Matriculation** from Muslim Model High School in 2001 with 75.76 % marks.

IT Skills:

- **Peach Tree** Accounting Software
- **Tally** Accounting Software
- **Quick Books** Accounting Software
- **G Books** Software
- **ERP** Software
- Ms. Office: Word, **Excel**, PowerPoint
- Computer Hardware
- Attendance Machine Software System

Hobbies:

Reading, Browsing, Travelling

References:

Available on Demand.