

# Mazher Jeelani

✉ B-69 Alfalah housing Society Malir KARACHI-75210

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## OBJECTIVE

*My objective is to join a reputable organization where my services & capabilities shall be fully utilized for the benefit of both the organization and myself for a long period of time.*

## WORKING EXPERIENCE

- *Currently I am doing job as an Accounts Executive Officer Trisun Energy since Mar 2023*
- 4-Years Working in “Firpo Pvt Ltd ) ” as a Accountant Account”
- 3-Years Working in “NJ Auto Industry Pvt ltd (Super power motor Cycle) ” as Assistant Account”
- 2-Years Working in “Dost Steels Ltd ” as Assistant Account”
- 2-Years Working in “Casual Sports Wear ” as Assistant Account”

## KEY RESPONSIBILITIES.

- Responsibility of receiving all the cheques against sales.
- Prepare all parties payments as per approval.
- Responsibility of payments of utility bills.
- Maintain Contractors Records & Bills Verifications
- Daily update all bank balances for the purpose of fund management transfer of funds.
- Responsibility of receiving all the cheques against sales,
- Responsible for posting of cleared cheques of sales.

- Prepare all parties payments as per approval.
- E-filing of salary, parties payments on monthly basis.
- Monthly prepare summary of production for the purpose of gas bills of boiler and generator.
- Responsibility of payments of utility bills.
- Prepare summary for the bill of loading contractor.
- Bank Reconciliation.
- Data Entry Works.
- Payroll Preparation.
- Petty Cash.
- Verification of Income, expenses by checking invoices and making details.
- Preparation of General Journal vouchers, Bank Payment vouchers, Bank receipt vouchers collecting supports
- Handle Creditor Affairs.
- To handle book of General Ledger, debtor ledger, creditor ledger.
- Working in Employees Income tax and Sales Tax affairs and other related works.
- Used for Working in Sap ,Reckner Accounting Software Program and Foxpro Accounting Software Program.

## **EDUCATION**

**1999:** B.Com completed from University of Karachi

**1996:** Intermediate completed from Superior Commerce College Karachi.

**1994** Matriculation completed from Little Flower School.

## **TECHNICAL SKILLS**

- M.S.Word.
- M.S.Excel.
- M.S.Power Point.
- Windows 10,Windows 8, Windows7, XP,2000, Dos, Basic,
- Knowing Accounting Software like SAP,Foxpro, Visual Foxpro, Recknor
- And Installation of Some Software & Hardware.
- Internet & Email etc.
- Certificate course in Computer from Aligarh Institute of Technology.
- Certificate course in Accounts from City Accounts Office.

## **COMPUTER SKILLS:**

- Excellent Computer Skills in Ms Word, Advance Excel, MS Power Point.
- ACDSee, Windows Installation , Internet Surfing, Outlook Express.
- Scanning Documents etc.

## **PERSONAL INFORMATION**

Applicant's Name: Mazher Jeelani.

Father's Name: Ghulam Jeelani.

Permanent Address: B-69 Alfalah Society Mlir Halt , Karachi-75210, Pakistan.

CNIC No.: 42201-9377640-5

Date of Birth: 3rd JAN 1978 Karachi.

## **REFERENCES**

Will be furnished on demand.