

ZEESHAN ALI QURESHI

Experience: **18 Years**

Key Skills: **Accountant, Cashier, Payroll, HR and Administration**

Mobile: **+923333690997**

Location: **North Karachi**

Email: **qureshi.zeeshanali@outlook.com**



Career Summary & Skills

- Competent and result oriented experience within various industrial environment including IT, Pharma, Construction, Telecom, Marine and Automobile.
- Customer Invoice, Billing, Petty Cash management.
- Account Ledgers, Cheque and Cash bank handling.
- Reconciliation Sheets and data accuracy.
- Data Backup & Recovery.
- Proficient in MS excel, MS Access, MS Outlook & Office 365 and ERPs.
- Website (C-Panel management), Social Media Marketing.
- B2B Outsourcing, Online & Telemarketing, Inbound, Outbound, Chat Support and Direct Client Dealing
- HR, Payroll and Admin activities.
- Study and solve the problems faced in the field, coordinate with vendors and other departments for requirement and Inter discipline communication.
- Complete all type of related works or as directed by management within time.
- Excellent English, Arabic/Urdu Drafting, Composing & Translation.

Career Aspect

1. **Accountant cum Cashier** - Sep 18 to Feb 23 (54M)
Toyota Western Motors (Automobile Co.) Karachi, PK
2. **Operations Manager** - Jul 17 to Aug 18 (14 M)
Shaukat Marine Services (Bunkering Co.) Dubai, UAE & Karachi, PK
3. **Accounts Clerk** - Jul 15 to Jun 17 (24 M)
6Pense (Etisalat 3rd party Contract) (B2B Telecom Co.) Dubai, UAE
4. **Accountant and Warehouse Admin** -Sep 12 - May 15 (33M)
Khyuool Equipment LLC (Construction Equipment Trading Co.) Sharjah UAE
5. **Office Assistant** - Jun 07 to Aug 12 (63 M)
Chemcare Inc (Pharmaceutical Indent Co.) Karachi, PK
6. **Computer Technician cum Asst. Manager Accounts** - Sep 04 to Feb 07 (30M)
Cubs Computer (I.T Solutions Provider Co.) Karachi, PK

Educational Qualifications & Certifications

- **Microsoft Cyber Security (MSCS)** -At National University, Karachi, PK
- **DPS CCTV** - At International Institute of Security & Safety, Dubai, UAE
- **Accounting Certificate** –At North City Account Institute, Karachi, PK
- **Certificate Computer Hardware Networking (A+)**- At New Tech, Karachi, PK
- **Certificate Office Automation** - At New Tech, Karachi, PK

Personal Details

- Date of Birth : 01 Aug 1985
- Passport No. : CV4911733
- Nationality : Pakistan
- Gender : Male
- Languages : English, Spanish, Urdu and Hindi

TOYOTA IS A LEADING AUTOMOBILE COMPANY ACROSS THE GLOBE.

Responsible and accountable for generate daily invoices with inbounded customers and cash reconciliation, Maintain Royal customer data and credit history, coordinate with banks for receivables and weekly reporting to Head of Finance.

SHAUKAT MARINE SERVICES IS PHYSICAL BUNKER AND CUSTOM CLEARING COMPANY.

My duties were to manage day-to-day operations, generate GD, Good Declaration manual and WeBoc, One custom entry, duty calculation, generate invoices, letter drafting, prepare and edit correspondence report for custom, maritime and security authorities for UAE and Pakistan, projects quality assurance, find new projects and conduct meetings, monitor existing process, provide supplies by identifying need of Bunkers, Switchboard, establish and implement HR policies, HR procedure, work schedule and strategies to improve business, Social Media and Online Marketing using Dubizzle, Bazinga, emirates-ads, OLX, Facebook, Google Adds and other online marketplaces, Manage cPanel, Networking and computing needs.

ETISALAT IS PIONEER TELECOM COMPANY OF UAE.

As Accountant Clerk responsible for sales and receivable account management and patty cash maintain, Bank handling, maintain monthly payroll with sales commission and overtime for employee.

KHYUOOL EQUIPMENT CONSTRUCTION EQUIPMENT TRADING COMPANY IN SHARJAH.

Involved in Procurement & Commissioning activities, responsible for accurate inventory stock. Goods receipts and delivery, taking records and documents, prepare import export documents, maintain receivable account and company capital funds, Cheque issuance and Bank handling, payroll with sale commission, dealing with insurance companies for employee and machinery and client dealing with friendly and professional manners, organized daily schedule for Owner, Directors, Cheek their daily e-mails/fax and follow up with sales and purchase department, hire new staff and organize staff record, manage occupational health and safety procedures and book time for incoming and outgoing deliveries Web Marketing, Social Media Marketing, Online Marketing (Dubizzle, Bazinga, Emirates-Ads, Facebook, Google Ads other online marketplaces) keep up to date company website via cPanel, Manage Networking issues and repairing of computers.

CHEMCARE INTERNATIONAL INDENTING AND PHARMACEUTICAL RAW MATERIAL TRADERS.

*As **BDO** (Jun07 to Aug10) my duties were to negotiate & correspondence via E-mail, msn, Skype, telephone and Fax with international vendors of pharma raw material from China, India, German & Other European countries & same as same with local buyers and Manufacturers of pharmaceutical industry across Pakistan.

As **Office Assistant (Jun07 to Aug12) Responsible for company's decorum and finalized deal, maintain payroll & account, debit & credit ledgers, Bank Handling, organized daily schedule, carrying administrative functions such as filing, photocopy, Scanning, binding, maintained office decorum, organized travel arrangements, filling online visa forms and book ticket etc.

CUBS COMPUTER IT SOLUTIONS PROVIDER.

*As **BDO** (Sept 2004 to Mar 2006) my duties were to sales IT Solutions and products via D2D marketing, Telemarketing, Outdoor marketing, Meeting Seating for obtain new business orders, went on complains, follow-up & forward complaints to related department such as Technical, Sale and Purchase departments, keep updated about current prices of computer & networking products and accessories.

As **Computer Hardware & Network Technician (Sep 2004 to Feb 2007) my duties were to diagnose, repair, assembled and configure computer and network problems, installation of operating systems, windows server and all kind of software, handle complaints at our lab or doorstep also maintain I.T store.

***As **Assistant Manager Customer Care and Accountant** (Jun 2006 to February 2007) my duties were to report manager about finalization of business deals, manage all concern departments and teams (such as sales, purchase and technical) to achieve goals of success, manage accounts, petty cash, credit and debit voucher/ledger, Bank Handling, Organized daily schedule of my teams.