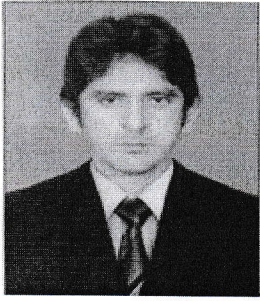


CURRICULUM VITAE



SHAHBAZ ALI

To serve an organization, that appreciates the efforts, polishes abilities and skills, and encourages participation in terms of innovative ideas. I want to achieve a well-known position in my career through hard work, sincerity and dedication.

I am young, mature and enthusiastic individual believes in snaking up my ladder with honesty and hard work. My educational qualifications have equipped me with the ability to perform my job professionally. I am highly motivated, eager to learn and able to work under busy and stressful conditions to be one of leading roles within the organization. I would like to work with an organization giving me opportunities to explore the world.

QUALIFICATION

Degree/ Certificate	Board & university	Devision
MBA (Finance) 3.5	LAHORE LEADS UNIVERSITY (2015)	3.23 CGPA
B.COM	PUNJAB UNIVERSITY (2010)	56%
D.COM (Short Hand)	PBTE Lahore (2008)	66%
MATRICULATION	D.G Khan (2006)	65%

- working on ERP System
- MS Office (Word, Excel & Power Point)

- 1 Excellent Interpersonal Skill
- 2 Self Motivate
- 3 Leadership Skill
- 4 Flexible to Work in Different Situations
- 5

TOTAL EXPERIENCE

1 CENTRAL PUNJAB COORDINATOR/ACCOUNTS OFFICER

IMGC May, 2017 to continue

- Build up management reports for analyses and verify.
- Maintain Sales register.
- Bank matter deal.
- Handling the recovery of payments.
- Coordinate with sales team.
- Support to RSM in all matters.
- Deal all distributors matters.
- Documentation of product registration and labeling in PFA.
- Prepared all new distributors/Dealers documents
- Deal in all Govt. departments.
- Prepared all Debtors ledgers.
- Prepared monthly distributors/dealers claim.

2 ACCOUNTS & TAX OFFICER

1 Year 11 month in Sparco Paint (May-2015 to April-2017)

- Maintain Sales and Purchase register.
- Handling Social security & EOBI matters.
- Party Ledgers reconcile.
- Handling export import process.
- Prepare all export documents & attestation from chamber of commerce
- Sales tax data maintain.
- Prepare withholding tax certificate.
- Documentation of export and import.

3 STORE SUPERVISOR

2 Years in Style Textile (Aug-2010 to Jun-2012)

- Store audit physically and update systematically.
- Issuance & receiving store material.
- Posted all issuance & receiving gate pass in system.

6-week internship in KASHF FOUNDATION (GESA DEPARTMENT,) 12 May 2014---27 June 2014.

Responsibilities

Personal information

- | | | |
|---|-----------------------|--|
| ▪ | Father's Name | Mahmood Ali |
| ▪ | Date of Birth | 25, April 1991 |
| ▪ | N.I.C. # | 32202-9227910-3 |
| ▪ | Nationality | Pakistani |
| ▪ | Marital Status | Married |
| ▪ | Address | Kapurthallah house # 10/b 3rd Floor Old Anarkali, Lahore |
| ▪ | Phone # | +92-331-6839098 |
| ▪ | E-mail | shahbaz_199125@yahoo.com |
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