

## Hafiz Muhammad Khuram Shahzad

### Personal Information

Address: Riyadh, Saudi Arab

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Email: [khuram.iiui@gmail.com](mailto:khuram.iiui@gmail.com)

Visa Status: Transferable

Date of Birth: 3<sup>rd</sup> Sep, 1986

Driving License: Available

Marital Status: Married

Nationality: Pakistani

Passport No: RG5140942

Iqama ID: 2381808084



### Profile

An accomplished and dedicated accountant with a proven track record in financial management and analysis. Seeking a challenging position in an organization where I can utilize my expertise in accounting principles, and strategic planning and financial reporting to contribute to the financial success and growth of the company.

### Academic Qualification

#### **\*\*\*University Education:**

2008 Bachelor of Commerce (B-COM), Punjab University Lahore, Pakistan.

2006 Faculty of Arts in Economics (F.A), BISE Gujranwala, Pakistan.

2004 Metric in General Science, BISE Gujranwala, Pakistan.

### Professional Summary

**\*\*\*More Than 09 Years Total Saudi Arabia experience Bachelor of commerce professional as in section.....**

1-Job Title: **ACCOUNTANT**

AREEJ FAMOUS INDUSTRIAL COMPANY (AFIC) RIYADH, SAUDI ARAB.  
June 2018 to Current Date.....

2-Job Title: **OFFICE/SALES COORDINATOR**

SALEH M. GHANNAM (SMG) TRD EST. RIYADH, SAUDI ARAB.  
April 2015 to May 2018.

### Core Competencies

- Professional Knowledge and Skills
- Financial accounting and reporting
- Management accounting
- Taxation and Auditing
- Professional Ethics
- Excellent Presentation Skills
- Strong Negotiations Skills
- Public Relations

June 2018 to  
Current Date...

### **\*\*\*Summary of professional experience**

➤ **AREEJ FAMOUS INDUSTRIAL COMPANY (AFIC) RIYADH, SAUDI ARAB.....**

Job Title: ACCOUNTANT

**Major Responsibilities:**

- Managing all accounting operation based on accounting principles.
- Prepare journal entries, complete general ledger operations.
- Entering the Vat entries, Vat input and Output by using M-Tec Inventory software.
- Compute taxes and prepare tax returns to submit government department.
- Preparing financial statements like income statement, Balance sheet and Cash flow statement.
- Administer account receivable and account payable.
- Assist with payroll administration and maintain the petty cash expenses.
- Conduct month-end & year-end close process.
- Collect, analyze, summarize account information.
- Prepare bank reconciliation statement.
- Keep up with financial policies, regulations and legislation.

April 2015 to  
May 2018.

➤ **SALEH MUHAMMAD GHANNAM (SMG) TRD ESTABLISHMENT RIYADH, SAUDI ARAB.....**

Job Title: OFFICE /SALES COORDINATOR

**About S M G Trading Establishment:**

SMG - is one of the largest Medical Equipment and Books suppliers in Saudi Arabia. Established in year 2011 in Riyadh City. SMG is primarily a sales and marketing stocking operation representing many major Direct sales to customer, Our target customer hospital, Doctor and nursing staff.

Computer  
Awareness

**Computer Software:**

- ERP Software, Microsoft Office (Excel-Word-Power point).
- VAT/Tax Software (M-Tec Inventory system). Also can use any new software as per company requirements.
- Windows Operating systems, DMS, PDF tools.
- Installation any Software's, E-mailing, Good social networking skills.