

## CURRICULUM VITAE



### SHAHID AKBAR MALIK

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#### CAREER OBJECTIVE

To find a progressive position within a growing organization where my skills and experience can be used for mutual benefit. Seek diversity and professional challenge with an opportunity for advancement.

#### EDUCATIONAL QUALIFICATION

- ✓ *Rivers Dale College of Information Technology Lahore Pakistan*  
2001-2002 (**Master In Business Administration**)
- ✓ *Govt. College of Commerce Hunza Block Allama Iqbal Town Lahore*  
*University of Punjab* 1999-2000 (**Bachelor of Commerce**)

#### PROFESSIONAL EXPERIENCE

10 years' work-experience in corporate world

##### **Rasan Group of Companies KSC-(Closed)**

**Designation:** Accountant

**Period:** From 17-March-2013- Present

##### **Responsibilities:**

- Post and process journal entries to ensure all business transactions are recorded
- Bank Reconciliation statement
- Maintaining records of accounts payable & processing the payments.
- Salary processing
- Preparing balance sheets, income statement and other financial statements according to legal and company accounting and financial guidelines
- Assist with reviewing expenses, payroll records etc. as assigned.
- Assisting manager in yearly closing, preparing supporting schedules and testing samples for Auditor's.
- Prepare and submit weekly/monthly report.
- Update financial data in database to insure that information will be accurate and immediately available when needed.
- Preparing cash flow statement
- Matching inter-companies balance.
- Secures financial information by completing data base backups

**First Choice Trading Company and Kakooli International Textile**

**Designation: Accountant**

**Period: From 2005 till March 2013.**

**Responsibilities:**

- Maintaining records of accounts payable & receivables
- Checking Customer creditability
- Preparing Credit notes & Debit notes
- Letter of Credit (LC) preparation
- Preparing Documents for bank credit facility
- Client Reconciliation & Invoice Knocking
- Preparing Cash payment voucher and Bank payment voucher
- Keeping record of invoices and Daily showroom report
- Preparing daily sales report.
- Passing Journal entries
- Invoice posting & printing.

**Salsabel for Accounting Information Systems, Kuwait**

**Designation: Technical Support**

**Responsibilities:**

- Implemented and customized the “Al-Shamel” accounting applications according to the companies’ core business operation needs.
- Trained financial team using the accounting and financial applications (accounting, payable, receivable, inventory and HR and payroll modules)
- Data base administrator (Sybase – SQL)

**PROFESSIONAL SKILLS**

- Certified Advance Excel user from Disha
- Also, extremely proficient in the use of Word, PowerPoint & Access especially for streamlining complex processes.
- Excellent hands-on experience on financial systems including Bloomberg
- Having a good knowledge of Accounting Software ALSHAMEL Full Module – (Accounting-Inventory-Real-estate-Payroll) Financial Application X-pert – EPR and Tally

**PERSONAL PROFILE**

**Gender** : Male  
**Marital Status** : Married  
**Date of Birth** : 23/02/1978  
**Language Proficiency:** English, Hindi, Urdu and Arabic written and speaking  
**Driving License** : Have a Kuwaiti Valid Driving License  
**Visa Status** : Article # 18 ( Transferable)

**Declaration:**

*The above information is true to the best of my knowledge and can be supported with relevant references upon request.*

*Shahid Akbar*