

# Aneha Zahid

## **Accounting & Finance Professional**

### **MBA & M.Phil. In Finance**

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#### ○ **Professional Objective**

Looking for new career challenges with a top producing Management. To work with an aim to gain valuable hands-on experience and professional skills. Eager to contribute highly applicable skills in the competitive and challenging environment and achievement of given tasks for better result.

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#### ○ **PROFESSIONAL PROFILE**

- ✓ Exceptional problem solver and decision maker with diverse experience in sales/finance and all aspects of office operations.
- ✓ Ability to handle pressure along with maintaining quality of work and management satisfaction.
- ✓ Competent multi-task handler who adheres to proper policies and procedures.
- ✓ Builds professional relationship that lasts.
- ✓ Ability to handle both, the internal activities of an organization as well as the external dealings with customers, vendors etc.

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#### ○ **SKILLS**

Technical Accounting Skills | Bookkeeping | Facilitating Internal and External Audit Procedures | Accrual Base Accounting | Superior Ability to Handle Multiple Task | Deadline-Oriented | Prioritizing | Independently Motivated & Teamwork | Problem Solving | Dynamics 365 |

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#### ○ **CAREER SUMMARY**

##### ❖ **Accounts Executive** **(July-2023 - Current)**

**SJS International**  
Cosmetics & Beauty Industry  
QIE, Kot Lakh pat, Lahore



##### ➤ **JOB RESPONSIBILITIES**

- ✓ Review of Bank Reconciliation Statements on monthly basis in Dynamics 365 AX.
- ✓ Cash statement reconciliation on daily basis.
- ✓ Maintain the daily cash flow and report to manager.
- ✓ Record the Customer Receipts entries in Microsoft Dynamics AX on regular basis.
- ✓ Coordination with Treasury team & Receivable and resolve the quires.
- ✓ Liaison with north & south regional and other offices for accurate and tagging & posting receipts.
- ✓ Weekly review the customer balance & aging analyze and investigate the customer's transactions and resolve the issues with internal departments.
- ✓ Monthly basis Advance tax posting in GL's and reconcile with tax department.
- ✓ Generate the monthly withholding tax report and reconcile with system and handover to tax department for PSID deposited purpose
- ✓ Clear the Un-identified Customer Receipts & PDC's Coordinate with all Channels fortnightly basis.

- ✓ Posting all the debit & credit notes issued by the vendors to keep the liability up to date.
- ✓ Compile the Customer & Vendor Ledgers Reconciliation summary on monthly basis.
- ✓ Reconcile the intercompany ledgers on monthly basis. (UAE & UK & Pakistan).

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❖ **Accounts Executive**  
(Feb 2022– July-2023)

**RAAZIQ INTERNATIONAL PVT. LTD**

Logistics & Supply Chain Management's  
Thokar Niaz Baig, Lahore.



➤ **JOB RESPONSIBILITIES**

- ✓ Prepare of Monthly Sales Tax Invoices (PRA & FBR & SRB) Based on Customer Contract & Update Information from operation department.
- ✓ All Operational Expenses Booking in System on monthly basis as per company SOP's.
- ✓ Record Customer Receipts Entries in System on Regular Basis.
- ✓ Working on Oracle & ERP in Receivable & Payable section.
- ✓ Prepare Bank Reconciliation Statements on monthly basis in Excel & Oracle both.
- ✓ Maintain the monthly, quarterly, annually budgeting reports & comparison with previous years.
- ✓ Reconciliation with customers & vendors ledgers on monthly basis.
- ✓ Assist in Internal & External audit and provide the supporting for final audit purpose.
- ✓ Posting the all accruals entries on month end (Rent & Lease & Insurance & Depreciation)
- ✓ Finalize the trial balance on monthly basis and reconcile the GL main accounts.
- ✓ Accumulate the General Sales Tax output Input working and share with Tax department.
- ✓ Vendor Invoices booked in Oracle (Cloud Base).
- ✓ Ensure all Entries comply with Law & Regulations.

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❖ **Accounts Officer**  
(Jun-2019 – Feb-2022)

**PARADISE CENTER**

Electric & Home Appliances  
Peco Road Kot Lakhpat Lahore



➤ **JOB RESPONSIBILITIES**

- ✓ Maintaining Financial Records.
- ✓ Bookkeeping in Quick Book Software.
- ✓ Bank & Cash Reconciliation Daily.
- ✓ Handling Accounts Payable & Receivable.
- ✓ Checking Invoice & Tracking Back Payments with Bank.
- ✓ Resolving accounts to general Ledger.
- ✓ Preparing daily production reports.
- ✓ Monthly, Quarterly & Yearly Closing of Accounts.
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❖ **Accounts Officer**  
(Jan-2019 – June-2019)

**THE ORIGINAL WARE**

E-Commerce Store

- ✓ Vouchers Posting
- ✓ Filling
- ✓ Maintain Daily Record
- ✓ Contact With Customers
- ✓ Any other task given by Supervisor

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## ○ **QUALIFICATIONS**

- [2022-2023] **M.Phil. In Finance**  
Riphah International University, Lahore
- [2018-2020] **(MBAE) Master in Business Administration (Accounting & Finance)**  
Riphah International University, Lahore
- [2016-2018] **(BSC) Bachelors in Double Math & Computer**  
Punjab University, Lahore

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## ○ **ACCOUNTING SOFTWARE AND OTHER**

- Microsoft Office Management (Microsoft word & Excel – ERP – QuickBooks- Oracle – Dynamics 365)

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## ○ **LANGUAGE ABILITIES**

- English Urdu / Hindi Punjabi
  - Nationality: Pakistani
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