

Cover letter



ZahidHasnain,
Gulshan-e-Hadeed, Phase II,
A-1073,
Bin Qasim, Karachi,
Tel: +92 333 3649415
E-mail: zahidhasnain20@yahoo.com

Subject: **TO APPLY FOR THE POSITION OF ACCOUNT OFFICER:**

Respected Sir

I got to know about a vacant position at your organization through internet. I would like to work in your organization as an **ACCOUNT OFFICER**.

I believe this position would provide me a great opportunity to further my chosen career. My willingness to work hard and build my skill base will make me a good candidate for the position. I have worked as an **Account Officer in Seasons Edible Oil limited** from **Feb 2014 to Feb 2020 (06 YEARS)** and I'm working as **SeniorAccount Officer in Ikhlas Foods Pvt Ltd** from **1st March Till Date**. Moreover my responsibilities as an employee in both organizations and other relevant information are given in my resume attached in the application which could help you to judge and take your decision.

I will look forward to hearing from you at your convenience.

Regards,

ZahidHasnain

ZAHID HASNAIN

S/o: Hafiz GhulamHussain
A-1073 Gulshan-e-Hadeed, ph II, Bin Qasim, Karachi
Contact # 0333-3649415
Email: zahidhasnain20@yahoo.com



Objective: I aspire for a challenging position in a professional Organization where I can enhance my skills and strengthen them in conjunction with Organization's goal, mission and objective.

WORK EXPERIENCE:

1. Organization Type: **FMCG**
Institute name: **Ikhlas Foods Pvt.Ltd (Cooking Oil and Ghee)**
Designation: **SeniorAccounts Officer**
Tenure: **1st March, 2020 Till Date**



Responsibilities:

- Management of Finance function and overseeing the Finance team.
- Maintenance of financial ledgers, accounting processes and their monitoring and reporting system i.e.,
 - Account payables
 - Maintain Party Sub ledger
 - Account Receivables
 - General Vouchers
 - Bank Day book/ petty cash
 - Payroll Processing
 - Bank Reconciliation
 - Customer and Vendor reconciliation
 - General Voucher
- Handling of e-SOFTWARE
- MaintenanceConsumption & Production
- Maintenance of sales tax & income tax/Withholding tax and assurance of the implementation of Tax laws
- Prepare Monthly Closing Report
- Supervision of Financial workings and Audits
- Ensuring that appropriate systems and internal controls are implemented and maintained
- Analyzing change and advise accordingly
- Stock Taking
- Costing of different products

2. Organization Type:

Institute name:

Designation:

Tenure:

FMCG

Seasons Edible Oil Ltd

Accounts Officer

26 FEB 2014 TO 25 FEB 2020

(06 years)



Responsibilities:

- Maintenance of financial ledgers, accounting processes and their monitoring and reporting system i.e.,
 - Account payables
 - Account Receivables
 - General Vouchers
 - Bank Day book/ petty cash
 - Payroll Processing
 - Bank Reconciliation
 - Customer and Vendor reconciliation
- Maintain inventory levels and Production and consumption
- Establish high level of credibility and manage strong working relationships with external parties including customers, bankers, advisors and statutory organizations such as the Inland Revenue
- Preparing monthly closing reports
- Control over the Applicable Taxation laws (i.e. Sales Tax, Income Tax, Withholding Tax) authorities in coordination with company's consultants and management.
- Follow the Approved Budgets of Capital work.

3. Organization Type:

Institute name:

Designation:

Tenure:

Bank

Allied Bank Limited (Steel Mill Branch)

Internee

02 Months (DURING MBA)



Responsibilities:

- Cash/checking
- Deposits Loan payments processing
- Account opening
- ATM/Debit card Activation
- Cash handling, Customer service, Balance drawer,

ACADEMICS:

Sr.	Degree	Institution/University	Major	Passing Year
1	MBA	KASBIT	Finance	2012
2	B.Com	University of Karachi	Commerce	2007
3	HSC	Board of Intermediate Education Karachi	Pre-Engineering	2005
4	SSC	Bright Way Grammar School	Science	2003

COMPUTER SKILLS & ABILITIES:

- Core window operations
- Microsoft Office 2013
- Microsoft Power Point 2013
- Microsoft Excel 2013
- SCS Software
- E-Software