**ZISHAN SIKANDER**

Block.304, Line.422, Buliding.868, Flat.1, Manama.

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| **Contact Information****Address:** Block.304, Line.422, Bulid.868, Flat.1**Mobile:**  33904552**E-mail:** zishansikander22@gmail.com |

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| **Objective**The main objective of my life is to do everything with determination. I want a suitable organization where I may polish my skills and hope to be a known personality of my field due to my work. Mainly “Do the Best”. |

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| **Languages****Hindi:** Native**Arabic:** Beginner **English:** Fluent  |

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| **Personel information****Gender:** Male**Marital Status:** Single **Nationality:** Pakistani**CPR:** 930521820**Date Of Birth:** 19th May 1993 |

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| **Education****Bachelor Of Commerce** University Of Lahore **Higher Secondary Education**  Board of Intermediate and Secondary Education Faisalabad.**Secondary Education** Board of Intermediate and Secondary Education Faisalabad. |

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| **Work Experience****Job: Accountant & HR (April 2018 to December 2019)****Company: Dr Abeer Cosm Plastic Clinic**  **As an Accountant*** Prepares asset, liability, and capital account entries by compiling and analysing account information.
* Documents financial transactions by entering account information.
* Recommends financial actions by analysing accounting options.
* Summarizes current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports.
* Substantiates financial transactions by auditing documents.
* Maintains accounting controls by preparing and recommending policies and procedures.
* Guides accounting clerical staff by coordinating activities and answering questions.
* Reconciles financial discrepancies by collecting and analysing account information.
* Secures financial information by completing data base backups.
* Maintains financial security by following internal controls.
* Prepares payments by verifying documentation, and requesting disbursements.
* Complies with federal, state, and local financial legal requirements by studying existing and new legislation, enforcing adherence to requirements, and advising management on needed actions.
* Prepares special financial reports by collecting, analysing, and summarizing account information and trends.
* Maintains customer confidence and protects operations by keeping financial information confidential.
* Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
* Accomplishes the result by performing the duty.
* Contributes to team effort by accomplishing related results as needed.

 **As a Human Resource*** Answering employee questions
* Processing incoming mail
* Creating and distributing documents
* Providing customer service to organization employees
* Serving as a point of contact with benefit vendors/administrators
* Setting appointments and arranging meetings
* Compiling reports and spreadsheets and preparing spreadsheets
* Participating in recruitment efforts
* Posting job ads and organizing resumes and job applications
* Scheduling job interviews and assisting in interview process
* Ensuring background and reference checks are completed
* Preparing new employee files
* Overseeing the completion of compensation and benefit documentation
* Conducting benefit enrolment process
* Administering new employment assessments
* Serving as a point person for all new employee questions
* Processing payroll, which includes ensuring vacation and sick time are tracked in the system
* Answering payroll questions
* Facilitating resolutions to any payroll errors
* Maintaining current HR files and databases
* Updating and maintaining employee benefits, employment status, and similar records
* Maintaining records related to grievances, performance reviews, and disciplinary actions
* Performing file audits to ensure that all required employee documentation is collected and maintained
* Performing payroll/benefit-related reconciliations
* Performing payroll and benefits audits and recommending any correction action
* Completing termination paperwork and assisting with exist interviews

**Job: Accountant (April 2017 to March 2018)****Company: Zubda Contracting** * Assumed responsibility for resolving outstanding balance sheet items, including payroll-related accounts, suspense & accruals, and purchase reports on long outstanding orders, established more effective internal controls.
* Developed Accounting System for Construction Costs and Operations
* Set-up Accounting System for multiple corporations
* Created and managed system to generate monthly posting entries for asset retirement, asset addition, construction-in progress and depreciation.
* Consolidated several division accounting systems into one reporting system saving time.
* Performed General Accounting and intra-company reconciliation
* Conducted statement review with each location's general manager and analyzed their progress on over-budgeted jobs
* Prepared monthly financial statements, reviewed jobs in process, and updated progress reports for field managers
* Created excel spreadsheets to better review cost analysis at the corporate level
* Maintained development and construction budgets
* Coordinated subcontractor/vendor requisitions and disbursements
* Maintained detailed records of Owner's Purchase Orders on Excel spreadsheet for payments
* Researched and updated insurance certificates for all subcontractors
* Reconciled monthly bank statements with general ledger accounts
* Established contacts with vendors in high volume environments
* Maintained construction files for all paid invoices, drew application for all projects
* Assisted with hiring and supervising contract workers.
* Journal entries for receipts and distribution of payment to all joint venture partners.

**Job: Assistant Accountant,****Company: Shakr Ganj Mills (Jan 2014 to Dec 2016)**  Post and process journal entries to ensure all business transactions are recorded Update accounts receivable and issue invoices Update accounts payable and perform reconciliations Assist in the processing of balance sheets, income statements and other financial statements according to legal and company accounting and financial guidelines Assist with reviewing of expenses, payroll records etc. as assigned Update financial data in databases to ensure that information will be accurate and immediately available when needed Prepare and submit weekly/monthly reports Assist senior accountants in the preparation of monthly/yearly closings  Assist with other accounting projects |

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| **Skills*** Computer Applications and Software.
* Expert in Using Tally Accounting Software.
* MS Office (Excel, Word, Power Point).
* Ability to Lean Fast & Work under Pressure.
* Effective Communication.
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