**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](mailto: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. |