

Abdul Sattar

Address: Alamgir Park, Sodiwal Colony, Multan Road, Lahore

Contact: (92-300) 8826486

Email(s): inbox.asattar@gmail.com

Objective: To lead the organization being strategic partner of top management team of organization.

Professional Career Summary:

Education : B.Com

Work Experience	Duration	Organization & Designation
	2018 – 2019	Src (Pvt) Ltd as Accounts Officer
	2013 – 2017	Chroma Group as Accountant
	2009 – 2012	Borjan (Pvt) Ltd. as Accounts Officer
	2004 – 2008	Chromatex Chemicals as Accountant
	6 Month	Ahmed Mushir & Co as Trainee/Internee

Work Experience

Organization : **Src (Pvt) Limited – (Siddiq Shafi Group)**

Organization Type : Manufacturer, Importer & Exporter

Designation : Accounts Officer

Tenure : Sep, 2018 to July, 2019

Location : Lahore

Area(s) of Experience : Accounting & Finance

Reporting to : Manager Accounts & Finance

Brief Job Description :

- Planning & Arrangement of Finance from Banks & Repayments
- Preparing Borrowing Position
- Recording of Financial Transactions in MIS
- Reconciliation of Financing Ledger with Banks
- Daily Bank Reconciliations
- Daily Reporting of Collection & Receivables to CEO, EDO & Manager Finance
- Withholding Tax Payments & submission of Monthly Tax Returns

Organization : **Chroma Group**

Organization Type : Manufacturer, Importer & Exporter

Designation : Accountant

Tenure : Jan, 2013 to March, 2017

Location : Lahore

Area(s) of Experience : Accounting & Finance

Reporting to : Director

Brief Job Description :

- E-Filing monthly sales tax and withholding income tax returns (Group)
- Handling import & export documentation
- Preparing monthly sales analysis reports (Group)
- Monitoring issuance of sales invoices (Group)
- Managing purchases

- Preparing Payroll

Organization : **Borjan (Pvt) Ltd.**

Organization Type : Shoes Traders & Retail Network

Designation : Accounts Officer

Tenure : April 2009 to May, 2012

Location : Lahore

Area(s) of Experience : Accounting & Finance

Reporting to : Manager Finance

Brief Job Description :

- Preparing sales and recovery targets of non direct retail
- Checking sales invoices
- Monitoring customer aging
- Monitoring daily remittances all retail network
- Preparing payroll
- Preparing depositing Eobi, Social Security
- Checking invoices and posting all type of vouchers
- Making payments to vendors deducting and depositing withholding tax
- Preparing weekly performance report based on sales, purchase, inventory, recovery and customer aging.
- Checking purchase invoices (Microsoft ERP)
- Assistance in preparing management financials
- Coordinating annual audit

Organization : **Chromatex Chemicals**

Organization Type : Manufacturer, Importer & Exporter

Designation : Accountant

Tenure : Feb, 2004 to Nov, 2008

Location : Lahore

Area(s) of Experience : Accounting & Finance

Reporting to : Managing Partner

Brief Job Description :

- Preparing sales invoice checking and posting purchase invoice all types of voucher
- Preparing payroll
- Monitoring remittances and dealing with banks
- Preparing export documents
- Preparing purchase sales summary and production report and filling electronically with FBR
- Preparing and filling sales tax return

Internship Experience

Organization : **Ahmed Mushir & Co.**

Organization Type : Chartered Accountants

Designation : Trainee

Tenure : 6 Month

Professional Certification & Academic Education

Sr.	Certification / Degree	Institution / University	Specialization / Major	Passing Year
1	MBA	Virtual University	Finance	Final Semester
3	B.Com	University of Punjab	Commerce	2000
4	DBA	Technical Board, Lahore	Commerce	1998
5	SSC	Bise, Lahore	Science	1995

Computer Skills and Other Abilities

Sr.	Skills & Abilities	Proficiency Level	Last Used / Practiced
1	Word Processing	Average	Currently Using
2	Outlook Express	Average	Currently Using
3	Spread Sheet	Excellent	Currently Using

Personal Information

Marital Status : Married
Religion : Islam
Language Competency : English, Urdu
