Jahanzaib Ahmed Bhutta

Email: bhutta.jahanzaib123@gmail.com

Cell: +966 575282548

Passport #: DH3179352

**SUMMARY**

A young professional with more than 6 years of experience at a reputable Industries such as Retail, Textiles etc. with diverse abilities and experience in Accounting, Finance Departments.

Proven track record in driving efficiency and integrity in financials by analyzing complex accounting, reporting, and regulatory issues and capable to lead, run, and manage the accounting and finance function of any organization.

A result-oriented person with good analytical skills and always motivated to learn new things. Adept at handling multiple tasks daily competently and at working well under pressure.

Currently, looking to secure employment at a reputable organization, where my work supports the organization in achieving its goals.

**Work Experience**

|  |  |
| --- | --- |
| **Mar 2024 – Now** | Danube CO. Limited  Jeddah, Saudi Arabia.  **Finance Officer :**  Currently working in Head office of one of leading Retail Companies of Saudi Arabia as a Finance Officer having Responsibilities as follows!   * **Managing of Charging Expenses to accounts and cost centers by analyzing expense reports and recording entries.** * **Provide guidance to company clients in managing their accounts payable.** * **Preparing and processing payments to vendors, ensuring timely and accurate disbursements.** * **Managing payment methods (e.g., electronic transfers, checks)** * **Conducting regular reconciliation of accounts payable transactions with the general ledger.** * **Resolving discrepancies or issues with vendors regarding payments or invoices.** * **Maintaining accurate and up-to-date records of all accounts payable transactions.** * **Liaising with vendors to address queries or disputes regarding payments or invoices.** * **Coordinating with internal departments to resolve discrepancies.** * **Reconciling accounts payable sub-ledger with the general ledger at the end of the day.** * **Ensuring that transactions comply with tax regulations, such as VAT or withholding tax requirements.** * **Preparing daily summaries of payments and cash flow for management review.** |
| **Jan 2019 – Mar 2024**  **(5Years, 2Months)**      **Aug 2018 – Sep 2018** | AHMED FINE TEXTILE MILLS LTD!  Multan, Pakistan  **Assistant Manager Accounts :**  worked in a textile manufacturing industry where I enhance my abilities through the following work experiences in Accounts & Finance Department:   * **Manage the activities of processing vendor invoices in ORACLE.** * **Maintain Up-to-Date Ledger System.** * **Processed due invoices for payments within set timeframe.** * **Prepare Management Reports and Expense Analysis Reports.** * **Maintain the Activities of Petty Cash Expenses for Head office and Sites.** * **Managing of Payments Regarding Commission, Donation, and Construction.** * **Managing of Inland Freight Expenses.** * **Recording of cotton arrival vouchers.** * **Maintain Month-end and Year-end closure processes.** * **Maintain Monthly Accrual & Account Reconciliations.** * **Preparation of Monthly Withholding Tax Return.** * **Manage the activities of Payment of salaries, wages, and overtime.** * **Participate in Internal and External Audit related to Accounts Payable Processes.** * **Monthly stock take at Mills.** * **Other Reconciliations assigned by Higher Authorities.**   JS BANK LIMITED!  Multan, Pakistan  **Internee :**   * **Assisting with opening new accounts and processing transactions.** * **Assisting with the preparation of reports, presentations, and other documents.** * **Data entry, organizing files, and maintaining records.** * **Participating in training sessions and workshops to develop banking knowledge and skills.** * **Shadowing experienced bankers to learn about different roles and departments.** * **Learning about loan application processes, observing underwriting, assisting with loan documentation.** * **Supporting credit analysts with financial analysis and credit reports, monitoring loans.** * **Assisting with marketing campaigns and events, participating in marketing committee meetings.** |

KEY SKILLS & OTHER PROFICIENCIES

* Thorough knowledge, understanding and practical experience of **Oracle**.
* Proficient in **Microsoft Office** applications, particularly Microsoft Word, **Excel**, and PowerPoint.
* Able to prepare **chart of accounts**, general **accounting policies** manual and **accounts reconciliations**.
* Report writing and good **communication skills**.
* Ability to work to deadlines.
* **Self-motivation** & determination.

|  |  |  |
| --- | --- | --- |
| **EDUCATION** | |  |
| ***2018*** | | **MSc (Accounting & Finance)** |
|  | | *BZU Multan.* ***(CGPA 2.94/4)*** |
| ***2016*** | | **Bcom** |
|  | | *BZU Multan.* ***(A Grade, 67%)*** |
|  | |  |
| ***2014*** | | **FSc (Pre Engineering)** |
|  | | *Board of Intermediate and Secondary Education, Multan.* |
|  | | ***(B Grade, 50%)***  ***.*** |
|  | |  |
| ***2012*** | | **Matriculation** |
|  | | *Board of Intermediate and Secondary Education, Multan.* |
|  | | ***(A Grade, 72%)***  ***.*** |
| **OTHER INFORMATION** | | |
| **Language**  **Date of Birth** | **English, Arabic and Urdu**  **18 December 1995** | |