

# SYED SAQIB MEHMOOD

Address: House No. B-19 Mehmoodabad No. 1, Karachi PAKISTAN.

## HIGHLIGHTS

Currently Working **Sikendar Trader General Store**

Working as a **Cashier** in **ZamZam Bakers** from 2019 in Karachi, Pakistan.

Worked as a **Cashier** in **Kaybees Restaurant** in 2018 in Karachi, Pakistan.

Worked as a **Junior Accountant** in **Suzuki Motorway** in 2017 Karachi, Pakistan

## SKILLS AND EXPERIENCE

- Provides a positive customer experience with fair, friendly, and courteous service.
- Registers sales on a cash register by scanning items, itemizing and totaling customers' purchases.
- Resolves customer issues and answers questions.
- Processes return transactions.
- Itemizes and totals purchases by recording prices, departments, taxable and nontaxable items; and operating a cash register.
- Enters price changes by referring to price sheets and special sale bulletins.
- Discounts purchases by redeeming coupons.
- Collects payments by accepting cash, check, or charge payments from customers and makes change for cash customers.
- Verifies credit acceptance by reviewing and recording driver's license number; and operating credit card authorization systems.
- Balances cash drawer by counting cash at beginning and end of work shift.
- Provides pricing information by answering questions.
- Maintains checkout operations by following policies and procedures and reporting needed changes.
- Maintains a safe and clean working environment by complying with procedures, rules, and regulations.
- Contributes to team effort by accomplishing related results as needed.
- Manage all accounting transactions
- Prepare budget forecasts
- Publish financial statements in time
- Handle monthly, quarterly and annual closings
- Reconcile accounts payable and receivable
- Ensure timely bank payments
- Compute taxes and prepare tax returns
- Manage balance sheets and profit/loss statements
- Report on the company's financial health and liquidity
- Audit financial transactions and documents
- Reinforce financial data confidentiality and conduct database backups when necessary
- Comply with financial policies and regulations

- Knowledge of Operating System like Windows.
- Well versed with internet & e-mail.
- Application of software packages (word/excel/PowerPoint).
- Strong Communication skills, able for interaction and dealing with people professionally.
- An organized and structured way of work.
- Works within organizational policies and guidelines in order to ensure that projects and tasks are completed on timely and professional manner, establish work plans, balance short & long term goals.
- Able to handle all critical issues related to work. Organize and prioritize duties in the professional manner & provide vital administrative support to other staff.
- Able to define problems and identifies their root causes. Demonstrate imagination & ingenuity when confronted with difficult issues, creates or invents new methods and strategies to overcome existing problems.
- Able to act independently with confidence under the guidelines of the defined work instructions and procedures. Make decisions that are appropriate and consistent with the situation.
- Ability to perform under work pressure and meet strength, deadlines, adaptive to challenges and new works Environments.
- Aptitude for working in team environment
- Effective interpersonal and verbal/written communication skills.
- Oversee daily operations of the business unit or organization.

## **CERTIFICATE**

- **MS Office**

## **EMPLOYMENT HISTORY**

NO.	VESSEL	FLAG	COMPANY	FROM	TO
1	Cashier	Pakistan	Zam Zam Bakers	2019	Till Continue
2	Cashier	Pakistan	Kaybees Restaurant	2018	2019
3	Junior Accountant	Pakistan	Suzuki Motorway	Sep 2017	Nov 2017

## **EDUCATION**

- **Intermediate**  
Shaheen Public College
- **Matric**  
Seven Oak High School

**“References available upon request”**