MUHAMMAD ZOHAIB KAZI

0340-8382195

zohaib.kazii24@gmail.com

P-595 BLOCK ''S'' 'NORTH NAZIMABAD , KARACHI



EXPERIENCE

Accounting Executive
2025 – 2026

ZFL Construction Company

- Reconciled incoming payments with outstanding invoices to ensure accuracy
- Followed up on overdue receivables via emails, phone calls, and collection notices.
- Managed end-to-end Accounts Payable and Accounts Receivable operations.
- Processed and calculated monthly employee payroll and salaries.
- Filed and managed monthly Sales Tax Returns (SRB & PRA) in compliance with regulations.

Accounts Officer
2024 - 2025

RELIANCE TRANSPORT SERVICES (PVT) LTD

- Maintain and create monthly invoices .
- Reconcile & monitor daily bank transaction.
- Update accounts payable and receivable , ledgers.
- reconcile payments and resolve any issue with customers
- Maintain records in Excel and acconting software
- Manage Payroll.
- Sale Tax Return SRB, PRA

Site Manager
2020 - 2024

PSO Retail Petrol Pump Site ,Karachi

- Maintain companies credit Accounts.
- Reconcile Invoices.
- Maintain and update accounts payable and receivable , ledgers.
- Bank reconcilations.
- Renegotiate vendor contracts, Implement office supplies inventory control and stock manage
- Sale forecasting and trend analysis to drive inventory planning .
- Calculate employee salaries , deduction .

Certifications

Certified Accounting Software Professional
NED University March-2023

Certified Safety Leader (Total parco retail pump)

Certificate in Taxation
Softax May-2025

LANGUAGE

- English
- Urdu

SUMMARY

Making progress toward constant improment intensely for Quality and eye for Detail are among my working standards.I aspire to work with a professional team with similar passion to not just meet but also exceed well planned organization & personal Goals.

EDUCATION

Bachelor of Business Administration (FINANCE)
Federal University of Urdu & science
2020 - 2025

Diploma In Auto & Diesel
St.Patricks College
2019

Computer Science
Lady Bird Grammer School
2013

SKILLS

- Customer Dealing
- Problem Solving
- Leadership
- communication skills
- Staff coordination
- Microsoft office (Excel, powerpoint
- word)
- SAP
- Quick book
- Tally