CURRICULAM VITAE

**SOHAIL**

[**SOHAIL.198964@2freemail.com**](mailto:SOHAIL.198964@2freemail.com)

**PAKISTAN**

**APPLICATION FOR : ASSISTANT ACCOUNTANT**

**Carrier Objective:**

Looking forward for an organization that offers a challenging, learning environment to work and scope for individuals’ organizations’ development, which offers attractive prospects for long term development and career growth.

**Educational Qualification:**

* Matric
* Intermediate
* Bachelor of Commerce (B.COM)

**Work Experience:**

* Presently working as a **ASSISTANT ACCOUNTANT in ACCOUNTS DEPARTMENT** with **ENGRO FOODS LIMITED SAHIWAL** at Pakistan since last 1 year.

**Job Responsibilities:**

* Monthly management account preparation.
* Production of profit and loss.
* To complete and maintain sales invoice and reports.
* Accruals and prepayments.
* Preparation of the account pack for review.
* Bank reconciliation, posting and balancing.
* Weekly wages, petty cash and other journal posting.
* Daily bank receipt postings.
* Year budget preparation And Year end audit analysis.
* Reports on debtors and creditors.

**Visit Visa Details:**

Date of entry: 16th January 2014

Date of exit: 15th February 2014

**Personal Details:**

Date of birth : 11 / 09 / 1990

Gender : Male

Nationality : Pakistani

Marital Status : Single

Religion : Islam

Date of Expiry : 17 / 12 / 2022

Languages Known : English, Hindi, Punjabi & Urdu.