Muhammad

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## **CAREER OBJECTIVE**

To work with devotion and dedication in a highly professional environment that offers utilization of my skills, to pursue dynamic career and provides learning opportunities to keep pace with advanced technologies. I want to build my career in the field of betterment of my country as well as my institution.

## **Work Experience**

Ajmal Group of company Pvt. Ltd Lahore (31-March 2014 to till date)

**Assistant Accounts Manager:**

**Responsibilities:**

* Maintaining **Peach Tree Software** with Account Manager.
* Maintaining **Quick Book Software** with Auditor (Ilyas Saeed & Co) on month End
* Stock taking on monthly basis of Ware house
* Vouching
* Bank Reconciliation
* Monthly Creditor Reconciliation
* Handling of Accounts Payable
* Documentation
* **Book keeping:**
* Maintaining Regular transactions in Purchase, Sales, Receipt and Payment Module.
* Preparing cheques
* Preparing vouchers (bank/cash payment, bank/cash receipt, Journal vouchers )

**Vocational Training Institute Green Town Lahore**

* **Teacher**

Duration: 03 Months Internship at Vocational Training Institute Green Town Lahore in Computer trade for Morning & Evening shift.

## **EDUCATIONAL HISTORY**

**B.Com**  2010-2012

University of the Punjab

**I.Com** 2008-2010

Board of intermediate & Secondary Education Lahore

**Metric (Science)** 2005-2007

Board of intermediate & Secondary Education Lahore

## **Key Skills and Competencies**

* High standard of communication skills.
* Able to deal with highly confidential matters professionally & discreetly.

## **Computer Skills**

* One Year Course of “**Web & Graphic Designing”** from Vocational Training, Institute Green Town, Lahore.

 **Course Contact:**

* Operating system, Installation & Troubleshooting
* Microsoft Windows7
* Microsoft Office
* Urdu In-Page
* Adobe Photoshop
* Movie Maker
* Internet & E-Mail

## **Hobbies**

* Cricket

## **Distinction**

* Declared Best Trainee of Course from VTI.
* 100% attendance during Course.

## **Reference**

* Will be furnished on demand.