

**MUHAMMAD** [**MUHAMMAD.264949@2freemail.com**](mailto:MUHAMMAD.264949@2freemail.com)

**CAREEROBJECTIVE:**

Proactive and result oriented with demonstrated experience in accounting and finance. Well-disciplined with proven ability to manage multiple assignments effectively and efficiently under extreme pressure while meeting tight deadline schedule.

**PROFESSIONAL WORK EXPERIENCE:**

**Organization:** **Foundation for Rural Development Peshawar Pakistan.**

**Tenure:**  **Nov 2014 – Nov 2016**

**Designations:** **Finance Officer**

**Responsibilities:**

* + - Preparation of daily vouchers.
    - Review all payments through cash and bank in “QuickBooks” Accounting Software.
    - Tax matters (deductions & depositing into government treasury through online.
    - Ensure all financial transactions are carried out and recorded accordingly.
    - Ensure implementation of organization’s policies and procedures.
    - Preparation of monthly budget variance reports & Bank Reconciliation Statements.
    - Supervision of all sorts of purchases at Head Office level.
    - Ensure validity of premises, rented vehicles
    - Maintenance of advances for employees, contractors and other parties in QuickBooks Pro.

**Organization:** **FATA Disaster Management Authority Peshawar Pakistan.**

**Tenure:**  **June 2013 – Oct 2014**

**Designations:** **Admin &Finance Assistant**

**Responsibilities:**

* Preparation of financial documents such as Drafting, Vouchering and Book keeping.
* Preparation of Funds Authorization Certificate of Expenditures (FACE) form and implementing Partner Financial Monitoring Reports (IPFRM) for United Nations Projects.
* Preparation of Budgets.
* Dealing with auditors and reply to their queries.
* Maintenance of attendance register, employee’s personal files also performed the process for hiring for human resource department.
* Performed administrative activities such as hiring rented vehicles, vehicles and generator fueling, vehicles and generators logbooks and vehicles, generator and office maintenance.
* Procurement of assets and initiating bidding process, proper utilization of assets and their records.
* Arranged trainings, workshops, seminars and launching ceremonies.

**ACADEMIC EDUCATION:**

**EXAMINING BODY: Marks**

* Post-Graduation Institute of Management Sciences, Peshawar, Pakistan 3.5/4.0 CGPA
* Graduation University of Peshawar, Peshawar, Pakistan 3.7/4.0 CGPA
* Intermediate Board of Intermediate and Secondary Education, Peshawar 693/1100

**COMMUNICATION AND INTERPERSONAL SKILLS:**

* Outstanding command over verbal and non-verbal communicative & interpersonal skills.
* Strong organizational, managerial, problem solving, interpersonal and negotiation skills.
* Confidently able to work independently or in a team to deal effectively with educators & employees.
* Flair to organize & prioritize tasks to meet deadlines.
* Ability to manage multiple projects with minimal supervision.
* Have a good level command over English and Urdu Languages.

**CERTIFICATION/ ADDITIONAL SKILLS:**

* **MS Office** (All versions, esp. MS Word, MS Power Point and MS Excel)
* **MS Excel** (MS Formulae, Reports Automation, Macros, Presentations w.r.t. Analysis)
* **IOSH Managing Safely** (Know how to manage occupational safety during a construction project effectively )
* **IOSH Certificate No.** (419181) Issued on 25 November 2015
* **QuickBooks** (Invoicing, Preparing Financial Statements, Payroll Management, Reconciliations etc.)
* **Peachtree** (Invoicing, Preparing Financial Statements, Payroll, ManagementReconciliations etc.)
* **Tally** (Invoicing, Preparing Financial Statements, Payroll, ManagementReconciliations etc.)

**TRAININGS & WORKSHOPS:**

**MANAGING SAFELY TRAINING Year - 2015**

* Successfully meeting the requirements of managing safely in a construction company

**Excel GURU Training Year - 2010**

* Intermediate and advance levels of MS excel

## I hereby certified that the above information are true and correct with all my knowledge and also to the help of our ALLAH. After you’ve reviewed my resume, I would welcome an opportunity, and believe that my services & skills will be added value to your company’s goals. I would prove myself and become a vital member and asset of your organization.