*** Muhammad***

***Muhammad.330514@2freemail.com***

 Visa Status: Visit Visa Up to 21, Mar 2017

***Objective***

To play my role as an active team leader in challenging and learning environment where my knowledge and experience can add value to the organization by improving existing work methodologies and devising better ways of performing the assigned tasks and gradually moving up the leader of corporate structure.

***Academic Qualifications***

**Education Institute Year**

* B.Com University Of Punjab (Lahore) ( 2005-2007)
* I.Com Punjab Board of Technical Education Lahore (2003-2005)
* Matriculations BISE Lahore (2003)

***Professional Experience***

 **U.A.E Experience**

**Khushi Trading Co LLC Dubai**

 

**Accounts Assistant (Feb 12, 2015 to Aug 31, 2016)**

I am directly reporting to Finance Manager. My key responsibilities include the followings:

* Prepare daily payment schedule
* **Prepare venders and suppliers cheques as and when required**
* Reconciliation of Vendors, Suppliers and bank statements
* **Maintain general ledger and data entry into accounting software**
* **Take collections from salesman and customers by cash, current and PDC cheques**
* **Post PDC cheques into actual date and deposit to bank according to due date**
* Issue system generated receipts after collections
* Maintain daily petty cash and local payments
* **Coordination with salesman for Local Receivables**
* **Giving outstanding statement to customers and salesman for receivables**
* Prepare INVOICE & DO for receivables
* **Prepare and maintain employees confidential files and data**
* **Prepare staff salary sheets and bank transfer letter through WPS accounts**
* **Follow up on new employee’s bank account**
* **Coordinate with bank for timely transfer of staff salary**
* **Coordinate with PRO for newel and cancellation of employee visa**
* **Prepare final settlement after cancellation**
* Prepare outside labour wages, overtime and transporter’s payment
* **Prepare update sheet for employees visa and emirates ID status**
* **Coordinate with others for month end closing**

**Ajmairy Group Lahore**

 ***(*Trading Company)**

**Accounts Assistant from (April 01’2014 to Dec 31’ 2014)**

I am directly reporting to Chief Executive Office. My key responsibilities include the followings:

* Prepare daily cash and bank position report
* Checking and posting of daily cash book
* Arrangement of daily cash and cheques deposit
* **Monitoring and controlling of cash collection and disbursement**
* **Handling and preparing of cheques for local payments**
* Prepare adjusting entries after approval
* Reconciliation & deduction of worker’s and staff advances
* Prepare outside labour wages, overtime and transporter’s payment
* **Posting and allocation of daily AP and AR and data entry in software**
* Maintain the filling , records and reports
* **Posting and allocation of daily receipts and payment entries in software**

**Interwood Mobel (Pvt) Ltd**

 **Assistant Accountant**  **from (July 2011 to Mar’31 2014)**  ******

 I am directly reporting to Senior Manager Audit & Accounts. My key responsibilities include the followings:

* Prepare daily payment schedule
* Prepare confidential reports & cash inflow outflow
* Handling and writing of cheques for local payments
* Prepare daily all types of vouchers
* Reconciliation of Vendors, Suppliers and bank statements
* **Coordinate with colleague for month end closing**
* Coordinate with purchase department for local payments
* **Prepare salary & wages with comparison**
* Prepare salary sheets and bank transfer letter
* Maintain employees E.O.B.I files and data
* Coordinate with HR dept. for employees personal data
* Arrangement of final settlement after resignation or termination
* Coordination and comparison with different money changers for import payment
* Data entry of all types of vouchers in Accounting software

**Interwood Mobel (Pvt) Ltd**

 **Senior Cashier**  **from (July 2008 to June 2011)**

 I am directly reporting to Senior Manager Accounts. My key responsibilities include the followings:

* Maintain daily cash book
* Issued system generated receipts after receive cash and cheques
* Cash and cheques deposit in bank
* Arrangement of daily cash requirements
* Follow up on monthly rotten payments
* Disbursement of workers and staff salary and advances through cash
* Handling in large amount of cash , cheques and foreign currencies
* Supply of cash to maintain daily requirements at sales points
* Coordinate with other’s sales point for collection and sending of cash
* Ensure that all checkout counters have enough cash
* Process credit card and check payments
* Giving outstanding customer service representative when required
* Prepare periodic sales reports and spreadsheets
* Follow up of store inventory and sales activities
* Day end proper closing (cash in hand opening/closing balance)

***Computer Knowledge:***

* Excellent command in operating **“Oracle ERP 9”**
* Good command in operating **“Tally ERP 9”**
* Good command in operating **“Oracle 10g Software”**
* Good command in operating **“Peach Tree”**

***Personal Information:***

* Marital Status: Married
* Nationality Pakistani

***Language Proficiency:***

* Proficient in English, Urdu, and Punjabi

***References:***

* Will be furnished on demand