*Muhammad*

[*Muhammad.337868@2freemail.com*](mailto:Muhammad.337868@2freemail.com)

**Curriculum Vitae**

**Objective:**

Focus to seek a pertinent position in Accountancy, Finance and Tax sector that will utilize and enhance my competence, capabilities and skills

## **Experience:**

**M/S Adamjee Pharma Services**

**Assistant Accountant:**

**(June 2013 to Present)**

**Job Responsibilities:**

* + Records, classifies, and summarizes through Peachtree software & also work in Microsoft word, excel to create bank reconciliation statement, credit notes party, sales invoices, and tax Challans file through e-filling on monthly bases, accounting transactions.
  + Selects correct accounts, posts, verifies, and balances debit and credit entries
  + Responds to inquiries, checks accounting transactions to locate and resolve discrepancies
  + Record all over expenses, Handle petty cash.
  + Financial Reporting
  + Command to perform General Ledger manually and with Peachtree Software and also submitted Income tax Challans.
  + Create Payment voucher and Receipt voucher daily bases.
  + FBR Tax Challan Submission Monthly bases U/S 165 and U/S 149 Salaries Other & Other then Salaries Challan Notified.

**Education:**

**Degree Board/ University Year**

B.Com Part 2 University of Karachi (Commerce) Appeared

B.Com Part 1 University of Karachi (Commerce) Appeared

HSC Govt, Boys Degree College (Commerce) 2014

SSC Brilliant Scholar School (Science)-Karachi 2011

## **Computer skills:**

* Computerized Accounting (Peachtree)
* MS-office
* Web surfing, Emailing, Searching.
* Risk Management System
* Online E-filing of Income Tax Return.

**Extra Curricular Activities:**

* Arranged various seminars in department of commerce.
* Seminars on Corporate Social Responsibility, International Banking and Time Management.

**Personal Details:**

Date of Birth : June 24, 1993

Marital Status : Un-Married

Religion : Islam