## IMG-20160107-WA0056.jpgMUHAMMAD

## [MUHAMMAD.339878@2freemail.com](mailto:MUHAMMAD.339878@2freemail.com)

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**Career Objective: “IT IS ONLY WHEN I AM DOING MY WORK I FEEL ALIVE.”**

A career in a reputed organization providing me an opportunity to utilize and deploy my core competencies, not only to gain valuable work experience but at the same time develop managerial and technical expertise in a competitive and professional environment for a good career.

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| **Sr.** | **Certification / Degree** | **Institution / University** | **Division/CGPA** | **Passing Year** |
| 1 | B.Com (IT) | Punjab University | 1st Division | 2013 |
| 2 | I.Com | Faisalabad Board | 1st Division | 2011 |
| 3 | Matriculation | Faisalabad Board | 1st Division | 2009 |

**WORK EXPERIENCE:**

Organization: Grand Tec

Organization Type: Manufacturing of Auto Parts

Designation: Accountant,Auditing,Taxation (Sale tax,Income tax,Purchase tax Maintain)

Tenure: March 2013, to Continue

**Accounting Experience:**

* Prepaired all type of Vouchers
* Payroll Maintain (Complete Method)
* Account Management
* Reconciling Inventories
* Visited All department of the firm (Almost)

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**Computer Skills:**

* Microsoft Word (Word Processing)
* Microsoft Excel ( Spread Sheet)
* Microsoft Power point ( Project Presentation)
* Internet & E-mail. Advance
* Typing,File Handling,

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**Co-Curricular Activities/ Leisure Activities**

* Event Management
* Book Reading &Traveling
* Newspaper Reading,Playing Cricket
* Command on internet surfing

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**Personal Detail:**

Religion: Islam

Marital Status: Single

Language Competency English, Urdu, Punjabi

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**References:**

Will be furnished on demand