Muhammad

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**OBJECTIVE:**

I am an ambitious person striving to make my dream of becoming a successful person, who could work in any given environment. To obtain Accounts, Finance or Admin position by adding value through utilizing my superior knowledge, prospecting and calculation abilities in the business.

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| **QUALIFICATION:** |  |
| **University of Management and Technology (UMT), Lahore** | **2012** |
| • | **MBA Finance (3.5 Years Program)** (3.5/4 CGPA) |  |
| • | **Equaling M.Phil.** |  |
| **Punjab University Lahore** | **2006** |

* B.Com (Bachelor of Commerce) (First division)

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| **Government Degree College** | **2004** |

* ICS Intermediate in Computer Sciences (second Division)

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| **Government High School** | **2001** |

* Matriculation with Science (First Division)

**PROFESSIONAL EXPERIENCE:**

**Securcorp (Security Systems & Technologies) DUBAI U.A.E (March 2014-Continue) As: Accountant Cum Office Administrator/HR**

* Posting entries to proper **ledger.**
* Preparing & posting payment **vouchers & receipt voucher.**
* Summarizes current financial status by collecting information; **preparing balance** **sheet, profit and loss statement**, and other reports.

* **Accounts Payable & Accounts Receivables**, prepare invoices and statement ofaccounts as and when required.
* Make sure all **payments are collected from customers** on timely manner.
* **Follow up with clients** with regards to approval of Sales Final Charges and PO.
* Preparing Cheque & making **payments to supplier**
* Handling **petty cash** by updating the same on a daily basis.
* Reviewing **bank statements**, preparing reconciliations and **managing all cash** **flows.**
* Preparing and recording **asset, liability, revenue, and expenses** entries by compiling and analyzing account information.
* **Inventory control** and check re-order quantity.
* Responsible for **Purchase requisition** and ensure stock availability
* Generate and prepare all employees **payroll (WPS)**
* Check and compute **overtime of employees** for payroll purposes.
* Responsible for the day-today, monthly and year-end **(Finalization of Accounts)** operations of the Accounting/ Finance
* **Import & Export.** Handling shipments (Sea / Air)
* Finalization of **employee settlements**
* Provide accounting & administrative support to Finance and Operations Team.
* **Answers queries** related to sales invoices and provide assistance to clients asneeded either by phone call or email
* **HR and Visa/PRO** process.
* **Assign projects** and direct staff to ensure compliance and accuracy.

**PLASTIC SURGERY HOSPITAL LAHORE** **(March 2011-Feb 2014)**

**As: Junior Accountant (Worked in Tally Accounts Software)**

* Checked and verified store purchases and suppliers payments
* Made accounting vouchers and inventory vouchers
* Entered sales and purchases return
* Entered cash deposit entry in Tally (contra entry)
* Made payment and received invoices in Tally.
* Reconciled bank account at every end of month
* Handled successfully Finalization of Accounts (Adjusting and Closing Entries)
* Provided regular financial reports as and when they were needed
* Posted financial data to appropriate accounts in an automated accounting system, according to instructions.

**PROFESSIONAL SKILLS:**

* Outstanding communication and interpersonal skills
* Can work independently to accomplish given assignments
* Ability to direct and supervise

* Full knowledge of accounts & Tally ERP9, MS Office, Preparation of Bank

Reconciliation Statement, Profit and Loss account, Balance sheet, Notes to Balance Sheet and Schedules. Accounting & Book keeping and maintenance of bills and records for clients and preparing the books of accounts till Finalization

* knowledge and experience of accounting computer applications
* HR and Visa/PRO process experience
* Calm, trustable ,honest and dependable in meeting objective
* Ability and experience to deal with customers indoor and outdoor
* Preparing financial statements up to finalization(Adjusting & Closing Entries)
* Payroll Management
* Analysis of Financial Statements (Financial Ratios)

**COMPUTER SKILLS:**

* Excellent Microsoft Office skills
* Internet, e-mail, hardware and software installation
* Typing Speed 45 To 55 WPM
* Expert in Computerized Accounting (Tally, Peachtree ,QuickBooks & Advance Excel Diploma (From BPDI Lahore )
* Oracle ERP, Financials

**Achievements:**

* Profit of organization increased by 6% in 2015-2016.
* Meet the deadlines of the projects.
* Reduce the maintenance cost and implement changes faster.
* Successfully leading operational team.

**INTERESTS:**

Photography, Cricket, Traveling, History