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| **Objective** |  | To utilize my technical and management skills for achieving the target and developing the best performance in organization. I would like to implement my innovative ideas, skills and creativity for accomplishing the assigned projects. |
| **education** |  | m.COM (FINANCE, AUDIT, ACCOUNTS) 70% 2017 Islamia University of Bahawalpur B.Com 60% 2011 Islamia University of Bahawalpur F.Sc (pre-engineering) 64% 2009 BISE,DG Khan, PAKISTAN DCA Computer 82% 2012 City College Alipur |
| **Employment history** |  | ASSISTANT ACCOUNTANT   **MCB BANK LIMITED**  **JULY 2012 TO JULY 2013** RESPONSIBILITies:  * Managing day-to-day transactions * Managed accounts payable, accounts receivable, and payroll departments * Prepared annual company accounts and reports * Monitored and recorded company expenses * Prepared company accounts and tax returns for audit * To prepare and examine financial records * Make sure that records are accurate and that taxes * Prepares asset, liability, and capital account entries   **ASSISTANT ACCOUNTANT** Dua Cotton Ginner & Oil Mill OCT-2014 TO JAn-2017Responsibilities:  * Handling and verifying full set of Accounts (Receivables, Payables and General Ledger) * Recording all the vouchers in their appropriate accounts * Verifying payroll and Settlements with timesheets and recording into the system * Reconciling Bank Statements, Customers & Suppliers Ledgers in order to avoid future problems * Reporting to Finance Manager * Posting daily receipt * Coordinating internal and external audits * Entering financial information into appropriate software * Dealing with supplier regarding payment   **ASSISTANT ACCOUNTANT**  ***internee*** Accounts DEPARTMENTSUI NORTHERN GAS PIPELINES LIMITED, pakistanjUNE-2016 to aUG-2016Responsibilities:  * Generating purchase order in ERP system * Punching invoices into the system * Taking approvals for payments * Reconciling suppliers’ ledgers * Maintaining proper filing system for all vouchers * Monetary information of all types--operational expenses, salaries, donations, capital expenditures cash flow, utilities--should be tracked on a monthly basis at a minimum |
| **KEY SKILLS & COMPETENCIES** |  | * Proficient in accounts software ( Peachtree, Tally, QuickBooks * Proficient in MS Office Automation (Excel, Work, PowerPoint) * Typing Skills * Good analytical , Numeracy & problem solving skills * Team player and Management skills * Ability to work well under pressure and logical mind * Written and verbal communication skills * Strong customer service skills * Excellent telephone manner |