

MUHAMMAD.360541@2freemail.com

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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% 2017Islamia University of BahawalpurB.Com 60% 2011Islamia University of BahawalpurF.Sc (pre-engineering) 64% 2009BISE,DG Khan, PAKISTANDCA Computer 82% 2012City 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
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| **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
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