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| **MUHAMMAD**  [**MUHAMMAD.**364594@2freemail.com](mailto:MUHAMMAD.364594@2freemail.com) | **DSC_0468** |

**Career Objective**

A diligent and proficient **Accounts Executive** having Accounts management skills and capacity for achieving targets, keenly looking for leading position where I can utilize my previous experience in benefiting future growth & success of the organization

###### **Professional Experience**

**Suzuki South (dealership Of PAK SUZUKI MOTOR CO LTD) Nov 2012 till present**

**Senior Accounts Executive**

**Job Responsibility**

* Bank Reconciliation Statement
* Vender Reconciliation Statement.
* Checking Reports Account Activity report, cash/bank consolidation Report, Parts sale reports, Purchase report and job sale report on dialy basis
* Client & Vender Interaction & making follow-up for Payments.
* Making Cheques for parties.
* Maintain Ledger for Sales, purchase.
* Cash Handling & Preparation of Day Book. Petty cash processing.
* Prepare corporate & individual sales tax return.
* Prepare WHT tax details.
* Checking daily sales report, stock in report & stock out report on daily basis.
* Coordinate with internal auditor.
* Debit/ credit note.
* Stock valuation.
* Monthly payroll processing.
* Fixed assets records.
* Annual budget preparation.
* Managing monthly aging of receivables for monitoring of cash flows.

**Paramount Company July 2009 to Sept 2012**

**Accountant**

**Job Responsibility**

* Prepare and maintain scorecard data and develop strategy to enhance the motivation at work.
* Inventory management.
* Provide training to new and existing staff as needed.
* Handle personnel issues relating to staff conflicts, absenteeism, performance issues, etc.
* To check that all processes and procedures are completed, quality standards are met, and that projects are profitable,Solving queries of clients.
* To generate receivables and payables management reports
* To check payroll records and payments.
* To prepare all the documents relating financing
* Maintaining office records, customer/supplier database.
* Bank Reconciliation, Customer and Supplier Reconciliation.
* Monitoring the funds position and vendor payments to ensure payments are released as per credit terms and policy.

**ACCA**

Passed one fundamental paper

**Masters in Business Administration (Finance) 2011**

Mohammad Ali Jinnah University

Karachi, Pakistan

**Bachelors in Commerce 2007**

University of Karachi

Karachi, Pakistan

**Intermediate (Pre-Engineering) 2005**

Aisha Bawany College

Karachi, Pakistan

**Matriculation 2002**

Happy Home High School

###### **Certification**

* Islamic Banking & Takaful from Center for Islamic Economics

###### **Technical Skills**

**Software**

* Microsoft Office 2007, Word, Excel, PowerPoint
* Peach Tree,tally
* ERP software

**Personal Profile**

Date of Birth : 21st August, 1985

Religion : Islam

Nationality : Pakistani

Marital Status : Single