**MUMTAZ**

**MUMTAZ.364661@2freemail.com**

**Fashion shows, Exploring fashion philosophies**

**Gaming, Photography, Painting, etc.**

**EDUCATION**

BBA (Hons) - Finance

University of Central Punjab, Lahore - Pakistan

**VISA STATUS**

**Visit Visa (valid Until June)**

**OBJECTIVE**

**WORK EXPERIENCE**

**ASSITANT ACCOUNTANT**

**Cotton Heights**

* Completing ﬁnancial reports on a regular basis and providing information to the ﬁnance team
* Entering ﬁnancial information into appropriate software

programs

* Managing company ledgers
* Preparing ﬁnancial documents such as invoices, bills, and accounts payable and receivable
* Coordinating internal and external audits
* Verifying balances in account books and rectifying discrepancies

**From 2013 to 2017**

**To make positive contribution as part of your dynamic and well reputed organization in a position where my management, decision making**

**and communication skills will be appreciated**

Preparing ﬁnancial documents such

as invoices, bills, and accounts payable and receivable

Completing purchase orders

Managing payroll

**INTERNSHIP**

**Sajjad Textile Mills Limited**

**From 2012 to 2013**

Completing ﬁnancial reports on a regular

basis and providing information to the ﬁnance team

Assisting with budgets

Completing bank reconciliations

Managing company ledgers

**HOBBIES & INTERESTS**

Verifying balances in account books

and rectifying discrepancies