**Muhammad**

**Muhammad.368140@2freemail.com**

**CAREER OBJECTIVE:**

Highly Proactive, devoted and team spirited professional want to work for growth oriented organization in a professional atmosphere where my talent can be utilized for achievement of corporate goals and profit generation.

**CAREER PROFILE/SKILLS:**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Tally ERP9 |  | Ledger's & Bank reconciliation |
|  Financial statements & reporting |  | General Accounting |
|  Ms Office (vlookup, hlookup, pivot table) |  Cash Flows & Finance Management |
|  | Monthly Payroll |  | Internal Auditing |
|  Competent in written & spoken English & Urdu |  | Skilled in correspondence |

**PROFESSIONAL WORK EXPERIENCE:**

**Organization:** **Studio Attitude LLC**

(A leading advertising unit in Dubai)

**Tenure:** Dec 2014 – Dec 2016

**Designation:** General Accountant

**Responsibilities:**

* Accounts handling using Tally ERP 9 & dealing with banks.
* Preparations of invoices & quotations.
* Preparation of attendance sheets, salaries report & overtime report.
* Controlling of accounts receivable and payable.
* Handling petty cash.

**Achievement:**

* Improved accuracy of accounts by preparing Bank Reconciliation statements every month.
* Financial reporting to management for making polices.
* Improved filing system of invoices and other documents.
* Improved stock maintaining system by introducing stock register using LIFO.

**Organization:** **Nimra Processing Mills Pakistan**

(Textile dyeing & printing)

**Tenure:** July 2011 – June 2013

**Designation:** Internal Auditor

**Responsibilities:**

* Establish, maintain, and coordinate the implementation of accounting and accounting control procedures.
* Monitor and review accounting and related system reports for accuracy and completeness.
* Checking and review budget, revenue, expense, payroll entries, invoices, and other accounting documents.
* Resolve accounting discrepancies, if any.
* Stock taking at the end of every month.
* Making SOP (Standard operating procedure) and developing audit procedure & system
* Complying with policies, procedures and standards.

**Achievements:**

* Overhauled audit procedures and system.
* Suggested and implemented Management System as per ISO standards that helped to increase efficiency of the firm.
* A keen planner, strategist & implementer demonstrated abilities in executing quality audits for streamlining workflow and creating a spirit of team work environment to enhance profitability, innovatively for reputed business houses.

**Organization:** **Zainab Spinning Mills Pakistan**

(Raw cotton spinning mills)

**Tenure:** Jan 2010 – June 2011

**Designation:** Accountant

**Responsibilities:**

* Preparing office documents and daily inspection.
* Preparing reviewing budgets, revenue, expenses, payroll entries etc.
* Conducting monthly progress report for the agency.
* Conducting monthly accounts audit and reporting Manager Accounts for making safety rules for employees and customers.

**ACADEMIC EDUCATION:**

|  |  |  |
| --- | --- | --- |
| **DEGREE/CERTIFICATION** | **EXAMINING BODY:** | **YEAR** |
|  |  |  |
| Masters of Commerce | University Of Sargodha | 2012 |
|  |  |  |
| Bachelor of Commerce | Punjab University | 2009 |

**LANGUAGES:**

|  |  |  |
| --- | --- | --- |
|  | Urdu | First language ( written & spoken fluently) |
|  | English | Written & spoken fluently |
|  | Punjabi | Written & spoken fluently |

**PERSONAL INFORMATION:**

|  |  |  |
| --- | --- | --- |
|  |  |  |
| **Date of Birth** | : | 23rd April 1985 |
| **Driving License** | : | Yes (LMV) |

**REFERENCE:**

Reference will be furnished on demand.