

MUHAMMAD KHALID



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To join an organization where my skill set is polished through real life experience to inculcate my vision, and I can prove myself one of the best resource for the organization.

EXPERIENCE

SEPTEMBER 25-22-PERSENT

ACCOUNT OFFICER

WILSHIRE LABORATORIES (PVT) LTD.

- ERP Software
- Fixed assets addition , deletions, counting
- Prepare fixed assets schedule in every month.
- Charge monthly depreciation, amortization of fixed assets
- Disposal of fixed assets in monthly basis's

FEB 16, 2020 – SEPTEMBER 25-22

ACCOUNTS & AUDIT OFFICER,

SUPERIOR TEXTILE MILLS LIMITED

- Quick books software, ERP
- Assess the efficiency and productivity of internal staff and make recommendations for improvement
- prepare monthly staff salaries
- Prepare JV, S BPV, S & TAX DEDUCTION of vendors
- Check purchase vouchers DEMAND, P/O, BILL, INVOICES, GRN, D.C , IGP, RGP Check ATL status on FBR for payments
- Reconcile vendor ledgers
- Monthly Record Maintain,
- RTGS for different banks for funds transfer, BRS of banks,
- Withholding tax working also responsible of Accounts payable of different vendor inventory Stock take on demand basis.

OCT. 2019 – 15-FEB. 2020

DATA ANALYSIS INTERN,

SMART INSIDER

- Internship in operation. Duties include verifying UK director bioghrapy
- Record on Daish board daily basis.
- Director shares stock market on demand basis.

JUNE 2018 – JULY 2018

INTERNSHIP,

THE BANK OF PUNJAB

- Account opening of new customers,
- Check account Dorment,
- Cheque clear
- Responsible for timely deliver cheque book & ATM

EDUCATION

2015-2019

B.COM (HONS) FINANCE,

HAILEY COLLEGE OF COMMERCE, UNIVERSITY OF THE PUNJAB, LAHORE

60%

2013-2015

D.COM,

PUNJAB BOARD OF TECHNICAL EDUCATIONS LAHORE,

GOVERNMENT INSTITUTE OF COMMERCE COLLEGE KOT SULTAN,

70%

SKILLS

- Knowledge of Quick books user & implementation, ERP
- Grip on Microsoft Excel
- Typing Speed Approximately 25 WPM
- Understanding Chart of Accounts
- Team work, Responsible of completing assignment

ACHIEVEMENTS

- Participated in All Pakistan Entrepreneurship Gala in 2018 held by Hailey College of Commerce

PERSONAL

- Age 26 years
- Nationality Pakistani
- Religion Islam
- Status Single
- Excited for new work & learning

REFERENCE

- Will be provided as and when required