

MUHAMMAD AMIN

Accountant

03048148121

Pattoki

@aminjeeg@gmail.com



EDUCATION

- 10/2018 - 05/2022 • MBA (Finance)
University of Education, Lahore
GPA 3.02 / 4.00
- 10/2015 - 05/2018 • Associate Degree Program (Accounting & Finance)
University of Central Punjab
GPA 3.12 / 4.00
- 08/2013 - 09/2015 • I.Com (Commerce)
BISE LAHORE
Marks 502 / 1100
- 04/2011 - 07/2013 • Matriculation (Science)
BISE LAHORE
Marks 594 / 1050

EXPERIENCE

- 07/2021 • Accountant
Pattoki
Punjab Group Of Colleges PGC
Company Description
 - Accounts Receivable,
 - Accounts payable,
 - Manage monthly financial closings,
 - PettyCash,
 - Data Entry, Quick book.
 - Bank Reconciliation
 - Salaries, Final Settlements
- 08/2023 • Accountant
Lahore
Perk Engineers & Contractors (Pvt) Ltd.
 - Account Receivable
 - Account Payable
 - PettyCash
 - Data entry
 - Quick Book
 - Bank Reconciliation

SKILLS

- Microsoft Office
- Computer Literacy
- Product Knowledge
- Good Communication Skills
- Self Motivation
- Problem-solving
- Teamwork
- Time management

LANGUAGES

- English Proficient
- Urdu Native
- Punjabi Native