

# 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,
  - Petty Cash,
  - Data Entry, Quick book.
  - Bank Reconciliation
  - Salaries, Final Settlements
- 08/2023 • Accountant  
Lahore  
**Perk Engineers & Contractors (Pvt) Ltd.**
  - Account Receivable
  - Account Payable
  - Petty Cash
  - 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