


Amjad Mehmood

CONTACT:

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Address:

House # DN-215, Sector 4-A, Dhok Naju
Khayaban E Sir Syed, Rawalpindi.

LANGUAGES

- English
- Urdu
- Punjabi

OBJECTIVES:

A highly motivated and result oriented individual, having an ability to handle multiple tasks effectively and efficiently, seeking a position in esteemed organization where the experience, skills and knowledge, developed through previous academic.

PERSONAL INFORMATION

Father Name: Allah Ditta
CNIC 37405-8519240-5
Date of Birth 30-06-1993
Religion: Islam
Nationality: Pakistani
Gender: Male
Marital Status Single

ACADEMIC QUALIFICATION

		<u>GRADE</u>
• CMA	ICMAP	Finalist
• B.Com	University of Punjab	B
• Inter Mediate(D.Com)	PBTE Lhr	B
• Matric	BISE Rwp	B

OTHER CERTIFICATION

- Quick Book Software (PBTE Lhr)

WORK EXPERIENCE:

- Lecturer (Al Jinnah Academy) 2012-2013.
- ADS Traders 2015-2019
 - ★ Maintaining Charts of Accounts
 - ★ Posting Journal Entries in Quick Book
 - ★ Updating Financial Statements.
 - ★ Maintaining Account Receivable & Account Payables
 - ★ Preparing Financial Reports
- Velox Cost & Management Accountants Oct 2021-Continue
 - ★ Filing of Quarterly / Biannually WHT Statements U/S 165
 - ★ Filing of Annual WHT Statement U/S 149
 - ★ Filing of Monthly Sales Tax Return.
 - ★ Filing of Annual Income Tax Returns (Individuals / AOP)

REFERENCES

Will be provided on demand.