

AMMAR SALEEM

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Availability: Immediate

OBJECTIVE

To obtain a challenging position in any organization that offers room for personal and professional growth and an opportunity to contribute to the company by utilizing my knowledge and skills.

EXPERIENCE

Organization FBR
Designation Internee
Time duration 3 Months



Responsibilities:

- Supporting the assigned internal audit department with day to day tasks.
- Fixed Asset Register.
- Taxpayer Registration.
- Bank Reconciliation.
- Accruals and Prepayments.
- Incorporation.
- Handling multiple assignments and works within deadlines.
- Working in a team.

Organization CM Builders (Pvt) Ltd.
Designation Accounts Officer
Time duration 2 Years



Responsibilities:

- Bank Book.
- Cash Book.
- Daily Expenditures.
- Bank Reconciliation.
- Creating and processing invoices
- Cross-checking invoices with payments and expenses to ensure accuracy
- Managing a company's accounts payable and receivable
- Sending bills and invoices to clients
- Tracking organization expenses
- Processing refunds
- Working with collection agencies on overdue payments.
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ORGANIZATION MIKAB ADVERTISER PVT LTD

DESIGNATION Account/Finance Assistant manager

TIME DURATION :Till date



Responsibilities

- Bank book
- Cash book
- Financial statement
- Profit and loss
- Receivables and payables
- Bank reconciliation
- Tracking organization expenses
- payroll for company staff salary
- Deduction of wht tax and sales tax
- Maintaining customers ledger
- Grn
- Quotation
- Creating and processing invoices
- Cross-checking invoices with payments and expenses to ensure accuracy
- Managing a company's accounts payable and receivable
- Sending bills and invoices to clients
- Tracking organization expenses
- Processing refunds
- Working with collection agencies on overdue payments.

ACADEMIC QUALIFICATIONS

Qualification	Year	University/College/School	
MBA(Finance)	2020 - 2022	National University of Modern Languages	
BBA(Hons)	2016 - 2020	National University of Modern Languages	
FSC (A Grade)	2016	BISEP (Peshawar)	
Matric (A Grade)	2014	BISEP (Peshawar)	

ACADEMIC SKILLS

- MS-Office
- Bookkeeping
- Excel in Accounting
- Aims
- Oracle
- Quick book

PERSONAL PROFILE

- Date of Birth Jan 01, 1998
- Father's Name Dr.Hamid ullah
- Nationality PAKISTANI
- Religion MUSLIM
- CNIC # 17301-8605452-7
- Languages English, Urdu, Pashto