

BASIT NADEEM

OBJECTIVE

I am an enthusiastic, self-motivated, reliable, responsible and hard working person. I use a creative approach to problem solving. I am always energetic and eager to learn new skills. I am a mature team worker and adaptable to all challenging situations. I am able to work well both in a team environment as well as using own initiative. I am flexible in my working hours, being able to work evenings and Weekends. I have successfully met deadlines on every project I've worked on. I am always on time for organized events, work-related or otherwise. Furthermore, I am adept at handling multiple tasks on a daily basis competently and at working well under pressure.

DETAILS



House No: 22, Street No: 20
S-Block New Multan, Multan



malikbasitnadeem@gmail.com
Date of Birth 12-08-1996



0302 7554457

SKILL

Quick Observer

- _ Knowledge Of Accounting Software
- _ Team Management
- _ Knowledge Of Microsoft Word Excel & PowerPoint
- _ Marketing Management
- _ Administrative Skills
- _ Communication Skills
- _ Knowledge of E- Commerce & social media

EDUCATION

- **B.S.C (Bachelor of Science) 2015**
(Computer Studies, Economics.)
(Bahauddin Zakriya University Multan)
- **Intermediate FS.c 2013**
B.I.S.E MULTAN
(Punjab College of Information Technology Multan)
- **Matriculation (Science)2011**
B.I.S.E MULTAN
(Noukhez H/S School Multan)

WORK EXPERIENCE

(General Manager & Accountant)
GHAREEB NAWAZ FLOUR & GENERAL
MILLS JALALPUR PIRWALA
2015 AUG TO 2022 JUNE

Key Responsibilities:

Cash Book, Party Ledger, Bank
Reconciliation Statement Party
Receivables and Payable Reports

Running Account Software, Data
Entry & Report writing Production
Register Maintain Appendix 1, 2, 3
Stock & Wheat Purchase Register
Maintain

Manual Bookkeeping and Records of
an Organization and Other Reports.

Summarizes Current Financial Status
by Collecting Information; And
Preparing Balance Sheets,
Profit-And-Loss Statements,

(ACCOUNTANT)
AMEER HUMZ TRAVEL & TOUR
MULTAN
2022 JULY TO FEBRUARY 2023

Key Responsibilities:

- Basic Cash Flow & Party Ledger
- Monthly Income Report
- Monthly Expense Report
- Monthly Sale Report
- Monthly Profit and Loss Report
- Travel Agent Comparison Report
- Passport Feeding
- Daily Cash Transaction Report
- Umrah Voucher Summary
- Create Transport Voucher
- Receivable & Payable Report
- Trial Balance / Balance Sheet

Sufficient knowledge & experience in selling
Umrah packages Capable of handling Umrah
enquires and able to provide customer service
from query to closing the sale and follow up

(ACCOUNTANT)
(Craftipanda Video Content Creation Company Multan)
2023 MARCH TO CONTINUE

- Cash Book, Party Ledger, Bank Reconciliation Statement
- Manual Bookkeeping and Records of an Organization and Other Reports.
 - Partner Income & Expense Reports
- Running Account Software, Data Entry & Report writing
 - Basic Cash Flow
 - Monthly Income Report
 - Monthly Expense Report
- Payroll and Monthly Employee Work Report