

Muhammad Junaid Shahbaz

A PROFESSIONAL ACCOUNTANT WITH M.COM (ACCOUNTS)

Studied M.com (Accounts) from University of Peshawar.

(junaid.ftm143@gmail.com - 0332-5516561)



Objective

To begin my professional career at a highly-reputed and eminent organization and to gain exceptional career move ahead through long efforts and performance regularity.

PERSONAL INFORMATION:-

FATHER NAME: MUHAMMAD YAMEEN ZAHID

DATE OF BIRTH: 06-11-1992

CNIC # 17301-5694321-5

DOMICILE: PESHAWAR KPK

ADDRESS: House # 926 Street # 03 ittehad colony Peshawar .

EMAIL ID: junaid.ftm143@gmail.com

MOB # 0332-5516561

MARITAL STATUS: MARRIED

EDUCATION SUMMARY:-

M.com (Accounting)

Govt. College of Management Sciences Peshawar

(Affiliated to University of Peshawar)

October 2011 to November 2013

B.com

Muslim College of Commerce & Management Sciences Peshawar

September 2009 to October 2011

D.B.A**Muslim College of Commerce & Management Sciences Peshawar**

September 2007 to September 2009

S.S.C (Science Group)**New Scholars High School Peshawar**

September 2006 to September 2007

PROFESSIONAL EXPERIENCE:-

I have worked as a KPO, Asst. Accountant, Accounts Executive, Accounts Officer and Manager Accounts since 2012 and have almost eight years of work experience

PRACTICAL ACCOUNTS EXPERIENCE:-**✓ Accountant:****Kuwait Teaching Hospital Peshawar**

Sep-2021 till date

Kuwait Teaching Hospital Peshawar is the Teaching hospital under the supervision of Peshawar Medical College Incorporated in 1983 .

Responsibilities:

- Preparation of all manual book of Accounts including Cash Book, Journal Book, Control Ledger.
- Preparation of Financial Activity Report.
- Preparation of Bank Reconciliation Statement.

✓ Manager Accounts:**Royal Marketing Peshawar**

Aug-2018 to June--2021

Royal Marketing Peshawar is a Distribution Network incorporated in 2007.

Currently running distributions:

- 1)-EBM-Peek Freans
- 2)-Six B food Industries Lahore (SOLE DISTRIBUTION)
- 3)-Mayfair (Asian Food Industries)SOLE DIST.
- 4)-Candyland (Ismail Industries Karachi)

Responsibilities:

- Preparation of all manual book of Accounts including Cash Book, Journal Book, Control Ledger and Customer Subsidiary Ledgers.
- Working on Quick Books Enterprise Solution (Version 2012).

- Preparation of financial statements on Quick books and also from Manual Books of accounts for Reconciliation purpose.
- Preparation of Bank Reconciliation Statement.

✓ **Accounts Officer:**

Six-B Food Industries Pvt. – Lahore –
June-2017 to July- 2018

Responsibilities:

- Working was on SAP Software.
- Customers Order Processing & creation of Customer Invoices ◦Recording of Customer Receipts.
- Working on customer claims and credit memos.
- Preparation of Bank Reconciliation Statement.
- 3 months working as Cost Accountant.

✓ **Accountant:**

Yashfa Traders Peshawar – Peshawar –
April-2016 to May-2017

Yashfa Traders Peshawar is a Distribution and Trading setup in Sarwar Plaza market Peshawar. I Worked here as accountant and my working here was on Quick books accounting software(version 2016).

Responsibilities:

- Prepared Cash book
- Customers invoices
- Customers ledgers.
- Vendors ledgers.
- Recording of Stock Register .

✓ **Asst. Accountant:**

Sadaat Marketing Services Peshawar

January 2012 to November 2015

Working on Quick Books accounting Software(Version 2007), Visual basic software and preparation of manual Account Books.

Responsibilities:

- Preparation of customer invoices.
- Preparation of manual books of Accounts (Including Cash Book, General Ledgers, Subsidiary Ledgers)
- Record of Stock (IN-OUT)

Professional Honors

Quick Books (Version 2005, 2007, 2012, and 2016) Alhamdulillah expert level command.

SAP Business one

MS Office.

HOBBIES:-

BODY BUILDING

PLAYING CRICKET

USING COMPUTER

Academic Achievements:-

Got 1st Position in Peshawar University As a Whole in M.com(Previous) Annual Examination.

Got 4Th Position in Peshawar University As a Whole in M.com(Final) Annual Examination.