



Contact Details:

Current Address: 20-K Block Gulistan Colony Faisalabad

Current City: Faisalabad

Email Address: aaagroup376@gmail.com

Mobile Number: 0092343-7926314, 0092303-7881726

Muhammad Rehman Javed

OBJECTIVE:

To implement my knowledge and experience with leading organizations using all capabilities, skills, motivation and determination and especially to improve my communication skills according to the multinational organizational culture to work with and interact people more confidently in professional environment.

WORK EXPERIENCE:

1) Akbari Engineering Private Limited.

Place: Plot # 188 Sunder Industrial Estate Lahore

Assistant Manager Admin & Accounts (from 26-04-18 to date)

Job Responsibilities:

- ☞ To ensure transparent & fair disbursement of Salary, OT & CPL in time to employees.
- ☞ To Plan & ensure Cash availability for miscellaneous mills expenses.
- ☞ Coordination with G.M Admin & HR for disbursement of Monthly Salary, Overtime and CPL in time.
- ☞ Coordination with Manager Accounts (HO) & CFO for any problem or issue related to Cash / Bills
- ☞ Supervise monthly stock report (Raw material & finished goods).
- ☞ Maintain record related to all dispatches of Aluminum Composite Panel (PO, gate pass, and sales Invoices).
- ☞ Maintain records related to arrival of Aluminum coil, Adhesive film, protection film, packing material, store items and miscellaneous construction material.
- ☞ Monthly physical stock taking of Raw Material & Finished Goods.
- ☞ Periodic physical verification and updating record of fixed assets and inventory.
- ☞ Maintain record and filling of monthly EOBI and Social Security returns.
- ☞ To make comparison of salaries & wages.
- ☞ To maintain the record of Vehicle Running Expenses.
- ☞ To plan & maintain record of Bonus to all employees.
- ☞ Preparation of trail balance & balance sheet.

2) Indus Home Limited.

Place: 2.5 KM off Manga Raiwind Road Lahore.

Accounts Officer (from 13-11-14 to 26-04-18)

Job Responsibilities:

- ☞ To ensure transparent & fair disbursement of Salary, OT & CPL in time to employees.
- ☞ To Plan & ensure Cash availability for miscellaneous mills expenses.
- ☞ Coordination with G.M Admin & HR for disbursement of Monthly Salary, Overtime and CPL in time.
- ☞ Coordination with Manager Accounts (HO) & CFO for any problem or issue related to Cash / Bills
- ☞ Supervise monthly stock report (Towel Greige & Finishing, Yarn, scrap & waste towel).
- ☞ Maintain record related to all dispatches to Towel (PO, gate pass, and sales Tax).
- ☞ Maintain records related to arrival of yarn, chemical, packing material, thread, store items and miscellaneous construction material.
- ☞ Monthly physical stock taking (stocks – WIP & consumed of store spares).
- ☞ Periodic physical verification and updating record of fixed assets and inventory.
- ☞ Maintain record and filling of monthly EOBI and Social Security returns.
- ☞ To make comparison of salaries & wages, contractor's bills and company guest expenses.
- ☞ To maintain the record of Vehicle Running Expenses.
- ☞ To plan & maintain record of Bonus to all employees.
- ☞ To check chemicals issues (according DO).

3) Kalash Pvt. Ltd.

Corporate Account Trainee (08-11-13 to 08-02-2014)

Place: Millet Road Faisalabad.

Job Responsibilities:

Daily Basis

- Preparation of JV and BPV of advance to purchaser. And follow up of the advance given to purchaser.
- To check and prepare break up of closing balance of purchaser.
- Preparation of bank payment voucher of plant.
- Arrange to income tax challans to parties.

Monthly Basis

- Preparation of salaries, JV, payment vouchers, maintaining the related record and preparation of Following schedules.
- Preparation of Advance
- Income tax
- Disbursement of salary and wages
- Salaries & wages payable
- Bonus payable
- Unpaid salary and wages
- Work order costing and preparation of JV
- Posting into journal and ledger
- Preparation of trail Balance
- Preparation of Balance Sheet
- Reconciliation of monthly salary ledger

QUALIFICATION:

| <u>NO</u> | <u>QUALIFICATION</u> | <u>SPECILIZATION</u> | <u>YEAR PASSED</u> | <u>INSTITUTE</u> |
|------------------|-----------------------------|-------------------------------------|-------------------------------|----------------------------------|
| 1 | M.Com. | Finance | 2014 CGPA 3.32/4 | Federal Urdu university Karachi. |
| 2 | B.Com. | Math ,Statistics, Accounts | 2009 2 ND DIVISION | Punjab University Lahore. |
| 3 | I.Com. | Statistics, Mathematics & Economics | 2007 1 ST DIVISION | BISE Faisalabad. |
| 4 | Matriculation | Science | 2005 2 ND DIVISION | BISE Faisalabad. |

PERSONAL DETAILS:

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| Full Name: | Muhammad Rehman Javed |
| Father's Name: | Javed Iqbal |
| Date of Birth: | 01-09-1989 |
| CNIC: | 33303-0729652-9 |
| Gender: | Male |
| Marital Status: | Married |
| Nationality: | Pakistani |
| Language | Urdu and English. |
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COMPUTER SKILLS:

- MS Office (Word, Excel, Power Point and internet surfing)
- Using the oracle accounting software
- Using the sidat Hyder accounting Software
- Using the ERP accounting software
- Using FMS accounting software.