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# Furqan Yahya

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## OBJECTIVE

I would demonstrate a high quality and balance support to the teams and would exercise my professional expertise in accomplishing organizational goals for sharing my contribution in adding growth and profit for the organization.

## EDUCATION

### PIPFA (Continue)

Pakistan Institute of Public Finance Accountant, Barket  
Market Lahore

### B. Com (IT)

Punjab University Lahore in 2004

### F.Sc (Pre- Engineering)

Government Baghbanpura College for Boys Lahore in 2002

### Matriculation (Science)

F.G. Boys High School, # 2 Sadar Bazar Lahore Cantt in 1998

## Computer Education

- ❖ Knowledge of Computerized Accounting i.e., **Oracle Financial and Revelation.**
- ❖ Handling of **Payables, Sales, Receipts and Budgeting System of Rupali Group.**
- ❖ Microsoft Office ( Word, Excel , Power Point e.t.c )
- ❖ E-Mail
- ❖ Internet
- ❖ Computer software & Hardware
- ❖ Windows Installation & Problems Salvations

## Professional Experience

### ❖ Accountant (Payable) Fast Cables (Pvt) Ltd 25-Oct-04 To 01-Sep-06

- ❖ Preparing the Bank Reconciliation Statement of all Banks.
- ❖ Billing, Invoices, Collection and Manage the Sales Tax Matters.
- ❖ Management of Accounts Receivables and Payables Reports on monthly basis.

❖ **Accounts Officer (Payable) Rupali Group of Industries 02-Sep 06 To Date**

- ❖ Maintenance of Banks Ledgers (Daily Banks Position Statement) Report.
- ❖ Prepare The Daily Fund Status and Daily OD Movement report.
- ❖ Calculate the Quarterly Mark- Up of all banks.
- ❖ Updated the Daily KIBOR Sheet & Monthly Markup Rates of all banks
- ❖ Updated the DA & Sight L/C summery report every start of the month.
- ❖ Updated the mark up rates in bank position and Fund Status.
- ❖ Prepare the daily approval list & Prepare the cheques daily.
- ❖ Posting the vouchers and balance the cheque books daily.
- ❖ Verification of bank charges & bank payment vouchers
- ❖ Analysis of Mark-Up rates of the bank for making money market deal against overdraft limits.
- ❖ Bank Debit and Credit Advices Verification for same day charges and other bank charges.
- ❖ Compilation of Daily Customer Position, Issue Receipts and reconcile the daily deposit.
- ❖ Establish and Maintain Cash Controls, Supplier's Account, Process Supplier Invoices.
- ❖ Preparation of Bank Payment Vouchers, Cash Vouchers and Journals Vouchers.
- ❖ Ensure transactions are properly recorded and entered into the computerized accounting system i.e. (Payable, Sales, LCR and Budgeting System of the group).
- ❖ To Compare Actual Cost to Budgets and analyze Variance and report on variances..

**Personal Info**

**Date of Birth** : 03-03-1979  
**Martial Status** : Married  
**Religion** : Islam  
**Gender** : Male  
**Domicile** : Lahore ( Punjab)

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**Activities**

Reading Books, Snooker

**References**

Will be provided on demand

I declare that the information given above is true to the best of my knowledge. If afforded to opportunity of serve under your kind control against the post applied for, I assure you that, I will strain every nerve to merit to your selection by the performance of assignment with assiduity coupled with vim and indefatigable organization to entire satisfaction of my superiors and to prove myself a useful hand to the organization with my diligence honesty and good conduct.

Yours sincerely,

- SD -

(Furqan Yahya)