

CURRICULAM VITA

MUHAMMAD ISRAR



Personal Data:

Name: Muhammad Israr

F/Name: Khursheed Iqbal

Marital Status: Single

National ID No: 16101-1887619-1

Passport No: WA1826191

Date of Birth: July 24, 1996

Nationality: Pakistani

Religion: Islam

Contact No: +92 3119462813

Email ID: israratal005@gmail.com

Residential Address:
Mohallah Jandarpar Gujar
Garhi Mardan, KPK,
Pakistan.

Key Skills:

1. Dolphin G.L. System
(Accounting Software)
2. Java Accounting
Software
3. General Accounting

OBJECTIVE:

Seeking a position in Accounts to work in a highly competitive professionally developed environment where I can become more productive and able to get high maturity level in my profession. I desire growth based in performance, accomplishment & achievements.

ACADMIC QUALIFICATIONS:

- ✓ **BBA:** Abdul Wali Khan University Mardan. (2019)
- ✓ **D.COM:** Technical Board Peshawar Pakistan. (2015)
- ✓ **SSC:** BISE Mardan. (2013)
- ✓ **ITP:** Income Tax Practitioner

EMPLOYMENT HISTORY:

SOHAIL & CO. (Association of Public Accounts)

Designation: ACCOUNTANT.

Duration: August 2014 TO May 2017.

SIM SIM ICE CREAM.

Designation: ACCOUNTANT.

Duration: MAY 2017 TO NOVEMBER 2019.

MARDAN GROUP OF INDUSTRIES.

Designation: FINANCE ACCOUNTANT.

Duration: NOVEMBER 2019 TO TILL DATE. (Full Time)

Responsibilities:

- Expenditure
- Invoices
- Bank reconciliation statement
- Maintenance of Books of Accounts,
- Trial Balance,
- Payroll,
- Banking Transactions
- LCs and LGs.
- Dealing with Bank
- Income Tax Returns
- Sales Tax Returns.

4. Payroll Processing and Employees Accounts Dos,
5. Microsoft Office 97 to Microsoft Office XP
6. GLM Full Accounting Packages by PK. Soft (Pvt.) Ltd. FoxPro 2.6

Key Skill Qualifier:

- Payroll salaries
- Maintenance of Books of Accounts
- Trial Balance
- Final Accounts
- Cost Control
- Cash Flow
- Payroll
- Banking Transactions
- Taxation.
- Import & Export.
- Company Registration.
- AOP Registration.

Job Responsibilities:

- NTN Registration.
- Sales Tax Registration.
- WEBOC & PSW Registration.
- Filling of sales tax returns.
- Filling of income tax returns of individual and firm.
- Maintain The Book of Accounts.
- Prepare Income Statement and Balance Sheet.
- Import and LC opening
- Partnership Firm & Company Registration.

COMPUTER PROFICIENCY

- ✓ Peachtree Accounting software
- ✓ Quick Books Accounting software.
- ✓ Tally ERP 9 Accounting software
- ✓ Microsoft Office Applications.(MS word, Excel, Power point,)
- ✓ Internet Browsing, Emailing and Outlook.
- ✓ Installation of Microsoft Operating System and other software programs and
- ✓ Minor Hardware troubleshooting.

HOBBIES

- Play Football.
- Reciting the Holy Quran.
- Reading News Paper.

The above information is true to my knowledge and belief.

MUHAMMAD ISRAR.