



Muhammad Rafique

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WhatsApp Messenger: What'sap

Gender: Male **Date of birth**: 01/01/1971 **Nationality**: Pakistani

ABOUT ME

I have rendered 25 years of meritorious service in PAF as Accts Assistant. I possesses exceptional managerial skills & performed assigned duties with dedication. I am professionally competent to handle financial/ accounting matters & have always produced exceptionally well results. I am strongly suitable for admin/accts officer post.

WORK EXPERIENCE

[12/02/1990 – 12/02/2015]

Accounting manager

Pakistan Air Force

City: Pakistan

Country: Pakistan

Vast knowledge of following:-

.Pay and allowances

.Store equipment Accounting

. Internal Audit of non public fund Accounts/public fund

. maint of cash book, Ledger, Balance sheets independently

. Handling cash & Disbursement of pay & allowances

EDUCATION AND TRAINING

[01/06/2008 – 01/06/2009]

BA

University of Karachi

City: Karachi

Country: Pakistan

LANGUAGE SKILLS

Mother tongue(s): Urdu

Other language(s):

English

LISTENING C1 READING C1 WRITING C1

SPOKEN PRODUCTION C1 SPOKEN INTERACTION C1

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

HONOURS AND AWARDS

Golden jubilee medal Awarding institution: Pakistan air force

10 years service medal Awarding institution: Pakistan air force

Golden jubilee medal 1997 Awarding institution: Pakistan air force

Tamgha-e-Baqa Awarding institution: Pakistan air force

Tamgha-e-Istaqlal Awarding institution: PAF

20 years service medal Awarding institution: Pakistan air force

MANAGEMENT AND LEADERSHIP SKILLS

Military leadership & command course

CREATIVE WORKS

[06/11/1990 – 10/11/1991] **Basic trade course**

[07/04/1997 – 12/04/1997] **SNCO discipline course**

[22/01/2001 – 30/01/2001] **Balloon Barrage course**

[22/10/2007 – 24/11/2007] **JCO trade portion course**