

Muhammad Kashif Imran

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OBJECTIVES:

To use my skills and potential to assist an organization in achieving its goals which seeking long term career with optimum growth. This objective would be supported by my qualification, in addition to the management experience and multi-lingual command.

QUALIFICATION:

2020	MBA (Exe)	(Virtual University)
2012	B.Ed	(Sargodha University)
2005	B.Com	(Punjab University)
2003	D.B.A	(PBTE Lahore)
2001	Matric	(Multan Board)

PROFESSIONAL EXPERIENCE:

ACCOUNTS EXECUTIVE AT SONEHRI GROUP SAHIWAL (SONEHRI RESTAURANT, MARQUEE, MART AND PETROLEUM STATION)

FROM AUG-2016 TO DATE

(RESPONSIBILITIES)

- Preparation of Monthly Financial Statement's (Profit & Loss) of all Departments Separately.
- Posting Vouchers Receipts, Payments and Journal in Accounting Software
- Prepare and Submit Monthly Sale Tax Return of PRA of Sonehri Restaurant and Marquee
- Working Capital Management
- Analyze Expenditure to develop plans, Budgeting & Forecasting
- Supervision of Monthly Staff Salaries, (PESSI & EOBI)
- Vendor Payment & Reconcile Parties Ledgers
- Prepare Bank Reconciliation Statement and handling other bank matters

- Perform Administrative support functions
- Monthly Stock Taking of Raw Material
- Directly assist to Chairman of Sonehri Group Sahiwal

ASSIST. ACCOUNTS OFFICER AT MILLAC FOODS (PVT) LTD

FROM JUL-2010 TO AUG-2016

(RESPONSIBILITIES)

- Posting Various Vouchers in Accounting Software
- Prepare & Deposit Weekly Income Tax Withheld
- Submit Monthly Withholding Tax Return
- Prepare & Deposit Monthly Sales Tax Withheld
- Prepare Sale Tax Refund Claim In RCPS (Refund Claim Preparation System)
- Prepare Purchase Register For Sale Tax Return
- Prepare Supply Register For Sale Tax Return
- Preparation of Bank Reconciliation Statements
- Working in time office and Admin Department
- Preparation of Vendor Payments

ASSIST. ACCOUNTS OFFICER AT MILLAC FOODS (PVT) LTD

FROM SEP-2007 TO MAR-2010

(RESPONSIBILITIES)

- Prepare transit (loss / gain) of fresh milk on Daily basis as well as monthly basis.
- Preparation Transportation Payments of Milk Collection Vehicles.
- Checking of Milk Payment, Transportation, and Ice Chilling & Other area Expenses.
- Prepare Daily Milk Purchase Statement In Milk Procurement Software.
- Prepare Petty Cash Book On Daily Basis.

COMPUTER EXPERTISE:

- ❖ Extensive command on internet
- ❖ Microsoft Office. (Word, Excel, PowerPoint)
- ❖ Accounting Software
- ❖ Milk Procurement Software
- ❖ POS and Inventory Software

SKILLS:

- ❖ Isolation & Team work
- ❖ Leadership
- ❖ Time Management
- ❖ Problem Solving

PERSONAL PROFILE:

Father's Name	:	Muhammad Akram
Date of Birth	:	01 Oct, 1985
Marital Status	:	Married
NIC #	:	36502-0267221-3
Religion	:	Islam
Language	:	English & Urdu
Permanent Address	:	Chak No. 77/ 5-R, Tehsil & District Sahiwal