

Muhammad Aalishan

## Senior Auditor

Peshawar, Pakistan

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### Objective

To obtain a challenging position in high quality Financial environment where I can use my talent and resourceful experience to the service of my employer organization and to pursuing a long-term carrier in the organization.

### Experience (5+ Years)

1.

**Project** : **Pakistan Railways Account Department (Deposit Work)**  
**Client** : **Pakistan Railways**  
**Company** : **Pakistan Railways**  
**Position** : **Senior Auditor**  
**Duration** : **January-2022 – December-2022 (365 Days)**

2.

**Project** : **Manufacturing Company**  
**Client** : **Libra Private (Ltd)**  
**Company** : **Libra Private (Ltd)**  
**Position** : **Assistant Finance Manager**  
**Duration** : **December-2019 – December- 2021 (731 Days)**

3.

**Client** : **A.Salam Jan & Co**  
**Company** : **Chartered Accountant Firm**  
**Position** : **Junior Auditor**  
**Duration** : **January- 2017- December 2019 (2 Years & 11 Months)**

### **Duties & Responsibilities**

- GPF calculation with interest rates.
- Posting of (GPF) ledgers of employee's A/c.
- Pre Audit of class IV payrolls, verification of contractor bills and deposited works.
- Preparing liabilities payments schedule monthly, quarterly and annually of (TA/DA, telephone bills, electricity bills,)
- Published financial statement, Handle monthly, quarterly and annual closings.
- Conducting standard costing
- Accounts Receivable aging and their follow-up.
- Reporting all updates regarding financial transaction.
- Monthly audit reporting of sales, recovery.
- Monitoring debts collection.
- Checking vouchers, Invoice and PO. GRN.GIR.
- Calculation and reconciliation company discount policy
- Experience in manufacturing industry.
- Reconcile accounts payable and receivable
- Checking daily production report.
- Input & output Tax and withholding tax.
- Maintain stock record and monthly stock taking.
- Monthly bank recon reconciliation.
- Payroll and cash in hand reconciliation.

### **Academic Qualification**

- M.Com University Of Peshawar Year 2019

### **Computer Skills**

- MS Word
- MS Excel
- MS PowerPoint
- Some of Accounting Software's