

# Muhammad Arham

(+92) 303-0912013

[Arham.ch.0001@gmail.com](mailto:Arham.ch.0001@gmail.com)

Johar Town Lahore

To work in an organization that offers a Creative, Dynamic and Professional Environment Where my Education, Training Professional Skills and Abilities can be fully applied which also Groom my Managerial Skills with Diversifying projects and Tasks.



## Experience

03/2023 to Present

### Accounts and Finance Executive (Software House) Gulberg 2 Lahore

- I am handling the Company Financial data
- Pays and owes the sum of Money
- Reconcile the Ledger with Vendors and Accounts statement with Bankers.
- Dealing with Record Keeping, Invoice Processing and Expense Report.
- I am Also Dealing with Daily Base Transaction, Data Entry and Closing.
- Part of Management and also handling the admin portion.
- Handling the Tax portion.

### Finance Officer

01/2022 to 02/2023

### Carrefour Head Office Lahore

- Dealing with Suppliers Queries and Provide them Related Information.
- Reconcile the Ledger with Vendors.
- Payment Status and Deduction
- Made Manually Cheque
- Issue Debit and Credit Note

### Cashier at Baranh Restaurant

06/2021 to 12/2021

### Gulberg 2 Lahore

- Oversee the Performance of Staff
- Cash Handling and Closing Daily Base.

### Internship At Wapda (2 Months)

## Highlights

- Team Work
- Time Management
- Leadership
- Data Entry
- Cash Flow Management
- Budgeting
- MS Word and Excel
- Communication Skills
- Reconciliation
- Good manners

## Education

Bachelor in Business  
Administration (**BBA**) - 2022  
University of the Punjab

Bachelor in Commerce (**B.Com**) -  
2020  
Islamia university Bahawalpur

## Hobbies

- Reading
- Playing Badminton
- Gardening
- Cricket
- Watching