

MUHAMMAD ATIF

Experience: 9 Years

Educational Qualifications: M.Com (Master in Commerce)

Skills: Management, Documents Review, Reporting,

Teamwork, Communication

Cell & WhatsApp: +923339355821

Current Location: Peshawar, Pakistan

Email: afridiatif373@gmail.com



SUMMARY CAREERS

- More than 8 years of hands-on experience in buildings.
- Provide advice and resolve creatively any emerging problems/deficiencies.
- Oversee and mentor staff and liaise with a variety of stakeholders.
- Manage budget and purchase equipment/materials.
- Comply with guidelines and regulations including permits, safety etc. and deliver technical files and other technical documentation as required.
- Voucher punching & all entries such as sales, purchases payments & receipts.
- Preparation of work time schedule, procedures and method statements.
- Make daily, weekly & monthly progress reports of all the activities and reporting to Managing Director
- Preparing bank reconciliation statement.
- Accounts receivable & payable.
- Prepare tax-at-source deduction challans & deposits into Govt. Treasury (FBR).
- Assist in finalization of P&L, Balance sheet, internal audit & statutory audit.
- Preparing payroll for entire staff.
- Perform any other task as and when assigned by the CEO & Chairman.
- Proficient in MS Word & MS Excel day to day accounts & finance/taxation/Audits.
- Good command over basic accounting software package.
- Stock taking & physical verification of inventory.
- Handling of pretty cash.
- Payment processing high-volume overhead supplier invoices.
- Over all responsibilities of accounts/finance department.

MAJOR ROLES IN VARIOUS ORGANIZATIONS

- Silk Luxury Apartments, University Road Peshawar, Pakistan - Nov 2021 to till date
- Silk Executive Apartments, Ring Road Peshawar, Pakistan – Jan 2015 to Dec 2020
- Deans Heights, Hayatabad Ph#2, Peshawar – July 2014 to Dec 2014

EDUCATIONAL QUALIFICATIONS

Master in Commerce (M.Com) - University of Peshawar (2020 - 2023)

Bachelor in Commerce (B.Com) – University of Peshawar (2011 - 2014)

CERTIFICATIONS AND TRAININGS

- Quick Book
- ERP
- Desktop Software 4D
- Microsoft Office
- MS Word
- MS Power Point

EMPLOYMENT RECORDS

Silk Luxury Apartments

Job Position

Year

Project of SAIFCO Group Pvt.Ltd

Accounts Officer

Nov - 2021 to till date

- Voucher punching & all entries such as sales, purchases payments & receipts.
- Preparation of work time schedule, procedures and method statements.
- Make daily, weekly & monthly progress reports of all the activities and reporting to Managing Director
- Preparing bank reconciliation statement.
- Accounts receivable & payable.
- Prepare tax-at-source deduction challans & deposits into Govt. Treasury (FBR).
- Assist in finalization of P&L, Balance sheet, internal audit & statutory audit.
- Preparing payroll for entire staff.
- Perform any other task as and when assigned by the CEO & Chairman.
- Proficient in MS Word & MS Excel day to day accounts & finance/taxation/Audits.
- Good command over basic accounting software package.
- Stock taking & physical verification of inventory.
- Handling of pretty cash.
- Payment processing high-volume overhead supplier invoices.
- Over all responsibilities of accounts/finance department.

Silk Executive Apartments**Job Position****Year**

Project of SAIFCO Group Pvt.Ltd

Accounts Officer

January - 2015 to Dec - 2020

- Voucher punching & all entries such as sales, purchases payments & receipts.
- Preparation of work time schedule, procedures and method statements.
- Make daily, weekly & monthly progress reports of all the activities and reporting to Managing Director
- Preparing bank reconciliation statement.
- Accounts receivable & payable.
- Prepare tax-at-source deduction challans & deposits into Govt. Treasury (FBR).
- Assist in finalization of P&L, Balance sheet, internal audit & statutory audit.
- Preparing payroll for entire staff.
- Perform any other task as and when assigned by the CEO & Chairman.
- Proficient in MS Word & MS Excel day to day accounts & finance/taxation/Audits.
- Good command over basic accounting software package.
- Stock taking & physical verification of inventory.
- Handling of pretty cash.
- Payment processing high-volume overhead supplier invoices.
- Over all responsibilities of accounts/finance department.

Deans Heights, Phase # 2, Hayatabad**Job Position****Year**

Project of Deans Group

Trainee Accountant

July - 2014 to Dec - 2014

- Voucher punching & all entries such as sales, purchases payments & receipts.
- Preparation of work time schedule, procedures and method statements.
- Make daily, weekly & monthly progress reports of all the activities and reporting to Managing Director
- Preparing bank reconciliation statement.
- Accounts receivable & payable.
- Prepare tax-at-source deduction challans & deposits into Govt. Treasury (FBR).
- Assist in finalization of P&L, Balance sheet, internal audit & statutory audit.
- Preparing payroll for entire staff.
- Perform any other task as and when assigned by the CEO & Chairman.
- Proficient in MS Word & MS Excel day to day accounts & finance/taxation/Audits.
- Good command over basic accounting software package.
- Stock taking & physical verification of inventory.
- Handling of pretty cash.
- Payment processing high-volume overhead supplier invoices.
- Over all responsibilities of accounts/finance department.

PERSONAL DETAILS

- Data of Birth 10th February 1993
- Gender Male
- Religion Islam
- Nationality Pakistani
- Marital Status Married