

RESUME



MUHAMMAD IRFAN

(Sr. Accounts officer)

Frontier Dextrose Limited (Pharmaceuticals)

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Address: House#68-A, Ahmad Housing scheme, Multan road Lahore.

CAREER OBJECTIVES

To get a progressive career that allows me to utilize my skills. To work with full devotion, honesty and loyalty for the best benefit of the organization, as well as for personal grooming, so it gets the unique standard in the competitive environments.

QUALIFICATION

- | | |
|--------------------|-----------------------|
| ➤ M.Com (Finance) | University of Lahore. |
| ➤ B.COM | University of Punjab. |
| ➤ I.COM | BISE, Gujranwala |
| ➤ Metric (Science) | BISE, Gujranwala |

WORK EXPERIENCE

Organization	Designation	Duration
Frontier Dextrose Ltd	Sr. Accounts officer	Continues

PROFESSIONAL SUMMARY

- **Accounts Receivables**
 - Preparation and sending of invoices
 - Recording and reconciling Collection
 - Producing reports as required by management
 - Processing of Sales order, Delivery order
 - Recording of Parties Collections & Dispatches
 - Reconciliation of Customers ledger
 - Reconciliation of Production, Sales and closing stock
 - Retail, whole sales and Govt. institutional sales
 - Cash and Credit sales record
- **Accounts Payables**
 - Input daily bookkeeping and record keeping
 - Verify invoices against purchase orders and ensure goods or services were received before issuing payment to vendors

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- Recording of Vendors Invoices
- Vendor's ledger Reconciliation
- Assemble and review invoices to be completed for payment
- Maintain copies of vouchers, invoices or correspondence necessary for files
- Obtain proper record regarding invoice payments
- Check vendor files for any previous payments and assign voucher numbers
- Prepare vouchers listing invoice number, date, vendor address, item description, amounts and coding per accounting policies and procedures
- **Other Duties**
 - Raw Material Reconciliations ledger with physical stock
 - Production reports
 - Daily bank position and collection report
 - Bank reconciliations
 - Monthly, Bi-annual and annual sales audit
 - Stock taking at production site
 - Monthly working on Annexure A and C
 - Daily working on Advance tax U/S 236 G and H
 - Working and disbursement of Salary

SOFTWARE & APPLICATIONS

- ERP (Enterprise Resource Planning)
- MS Office(Excel, Word, Power point, Access)

PERSONAL PROFILE

Father Name:	Nazeer Ahmad
D.O.B:	28-08-1990
Marital Status:	Married
Religion:	Islam

SOCIAL MEMBERSHIP & CO-CURRICULAR ACTIVITIES

- Reading Books
- Social media
- Playing Cricket

REFERENCES

Will be provided on demand