

CV

Muhammad Rafaqat



OBJECTIVE

Purposeful individual with strong determination to achieve the targets. Like to contribute to society, acquire knowledge and to contract people. Innovate and can work under extreme conditions, at a position where proven decision-making skills are need for improving the organizational productivity through skills, efforts and through serving the humanity.



ADDRESS

Mansehra



PHONE

+92-3449491450



EMAIL

mrafaqat9491@gmail.com



LANGUAGES

Urdu, English

Date of Birth

10 January 1995

NIC 13504-5450587-1

Nationality Pakistani

Activities and Interests

Book Reading,
Environmental
conservation, Art, Hiking,
Photography, Travel

EXPERIENCE

Junior Auditor • Punjab Cash and Carry, Islamabad

• 05 May 2022 – 2023 (Continue)

Reconcile invoices & identify discrepancy, Create & update expense reports, prepare bank deposits, enter financial transactions into internal database, Maintain digital and physical financial records.

- i. Vouchers.
- ii. Bank Reconciliation.
- iii. Party Ledger Reconciliation.
- iv. Employee Salary Reconciliation.
- v. Account Receivable & Payable
- vi. Monthly Closing Reports.

EDUCATION

Matriculation • 2011 • BISE Abbottabad

Diploma of Commerce • 2013 • KPBTE Peshawar

Bachelor of Commerce • 2015 • Hazara University Mansehra

Master of Arts • 2023 • Hazara University Mansehra

Diploma Information Technology (One Year) • 2017 • KPBTE Peshawar

COMPUTER SKILLS

- i. MS Office
- ii. QuickBook
- iii. IPOS Inventory Management

KEY SKILLS AND CHARACTERISTICS

Excellent oral and written communication skills

Highly organized

Skilled problem solver

Team leadership abilities

Excellent customer service

Can be served on request