

Curriculum Vitae (CV)

Personal Detail:

Name:

Muhammad Naseem

Father Name:

Ali Hussain

Date of Birth:

07-09-1992

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Permanent Address:

Village Dongs Post Office
Sermik District Skardu
Baltistan.

OBJECTIVES

To put the knowledge and energies into practice for achieving organization goals in order to get maximum satisfaction. To get an opportunity to seek, identify and further develop an appropriate level of profession.

ACADEMIC QUALIFICATION

Degree	Institutes	Division	Year
MBA	PMAS Arid Agriculture University Rawalpindi	1 st	2017
BBA Hons	HITEC University Taxila	1 st	2015
Fsc	Punjab College Rawalpindi	2 nd	2010
Matric	Pine Hills Public School Abbottabad	1 st	2008
Computer Course	Rising Computer Training Institute Taxila	1 st	2013

COMPUTER SKILLS:

- Microsoft windows installation (XP, Vista, 7, 8 etc).
- Social networks (YouTube, Facebook, Whatsapp, Twitter, Skype, etc).
- Proficient in MS Office (Word, Excel and PowerPoint).
- Full commend in Urdu Typing Inpage

PROFESSIONAL SKILLS:

- Administrative Skills
- Communication Skills
- QuickBooks
- Freelancing
- Digital Marketing

TRAINING:

- Participated one week CDA Training Course at Convocation Center Islamabad.
- Organizer of one day seminar of Statistical for Business, Social & Economic Research at PMAS Arid Agriculture University Rawalpindi.

PROFESSIONAL EXPERIENCE

Karsaz Textile Industries Karachi

Assistant Accounts Manager

Jan 2022 – Present

- Prepare GL, income statement, balance sheet, cash flow statement, recording transaction, reconciliation, creating reports, tracking income, checking expense figures for accuracy and authenticity.
- Reviewed and analyzed payable, receivable and invoice listing to confirm validity and to conduct of budget update as necessary.
- Supervise the proof deduction of WHT Tax from all payments. Ensure the timely deposit of tax to Government and filling tax returns on FBR Portal. Prepare local state and federal taxes and identified applicable deductions.

Royal Galaxy Hotel Skardu Baltistan

Accountant/ Manager

Mar 2021 - Dec 2021

- Coordinated with CEO on promoted the Hotel services and facilities while maximizing occupancy
- Processed checks and prepared daily petty cash, billings, payroll, journals, reconciliations and financial statement.
- Reviewed monthly operating reports and developed action plans for improvement of business.

Freelancing Market Places Fiverr, Fourer, Upwork, People Per Hour

Self Employed Accountant / Digital Marketing

May 2020 - May 2021

- Prepaid GL, Accounts receivable, payable, balance sheet, profit and loss statement and financial reports for Small Medium sized Business entities. Software QuickBooks, MS Office.
- Analyzed usage patterns to understand customers used company products and services.
- Developed and implemented campaigns for Email, online advertise and used search engines.
- Created key internet marketing activities to acquire and retain new clients through Email and social media marketing.

Hotel Himalaya Skardu Baltistan

Accountant/ Manager

Mar 2019 - Dec 2019

- Maintain day to day operation of all financial information for companies by analyzing GL, Income statement, and balance sheet by posting adjusting journal entries in QuickBooks Software.
- Manage guest check in/out, booking, reservation, handling and dealing with local and foreigner guest and resolve their complaints.

ZKMH Hospital Sermik Skardu Baltistan

Assistant Accountant/ Administration

May 2017 - Dec 2018

- Completed accounting tasks such as contributing to financial reports, calculating payroll, and entering financial data.
- Prepare and submit weekly/ monthly financial reports to assist senior accountant and deputy director for the preparation of monthly/ yearly closings.
- To supervise the duties and activities of Admin Staff, Doctors, Nurses and Supporting Staff.

OGDCL Head Office Islamabad.

Accountant Intern

April 2016 - April 2017

- Maintain and Update financial data in database and enter in register to ensure that information will be accurate and immediately available when needed.
- Worked at company to develop the basic skills, Software and knowledge necessary to pursuing a career in accounting.

REFERENCES: Shall be provided upon demand