

# MUHAMMAD NASEEM

## Personal Detail

### Father Name

Ali Hussain

### Date of Birth

07-09-1992

### CNIC No

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### Passport No

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### Domicile

Gilgit- Baltistan

### Mob No

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### Email

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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.

## EDUCATION

2015-2017

**MBA Finance**

PMAS Arid Agriculture University Rawalpindi

2010- 2015

**BBA (Hons)**

Hitec University Taxila

2008-2010

**Intermediate**

Punjab College Rawalpindi

2006-2008

**Matriculation**

Pine Hills Public School & College Abbottabad

## COMPUTER SKILLS

- Microsoft windows installation
- 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
- Interpersonal Skills
- Communication Skills
- QuickBooks Software
- ERP Software
- Munshi10 Software
- Freelancing
- Digital Marketing

## TRAINING:

- One year Internship under Prime Minister Youth Training Scheme (PMYTS).
- Participated one week CDA Training Course at Convocation Center Islamabad.
- Participated one day seminar of Statistical for Business, Social & Economic Research at Arid Agriculture University Rawalpindi.

## PROFESSIONAL EXPERIENCE

### **Tibet Hotel Skardu**

#### **Accountant**

**Aug 2023 – Present**

- Prepare JV, GL, Financial documents such as bills, invoices, Account payable, receivables in Munshi10 Software. Verify payments and deposits made through the company account.
- Maintain daily accounts transaction, reconciliation, Financial statement and report to CEO.

### **Karsaz Textile Industries Karachi**

#### **Accountant**

**Mar 2021 – July 2023**

- Prepare JV, GL, recording transaction, financial statement, reconciliation, checking expense figures for accuracy and authenticity.
- Review and analyze payable, receivable and invoice listing to confirm validity and to conduct of budget update as necessary.
- Prepare Sales Tax, Income Tax E-Filing. Ensure the timely deposit of tax to Government and filling tax returns on FBR Portal.
- Coordinate with Accounts Manager and CEO to successfully execute various accounting tasks.
- Maintain company ledgers and daily financial transactions. Identify discrepancies in ledgers and accounts, Reconciliation. Manage payroll processes.

### **Freelancing Marketplaces Fiverr, Fourer, Upwork, People Per Hour**

#### **Self Employed Accountant / Digital Marketing**

**Sep 2020 - Feb 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.

### **Royal Galaxy Hotel Skardu Baltistan**

#### **Accountant Manager**

**Mar 2020 - Dec 2020**

- 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.

### **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, dealing with local and foreigner guest and resolve their complaints.

### **ZKMH Hospital Sermik Skardu Baltistan**

#### **Assistant Accountant Admin**

**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 daily financial transaction, Worked at company to develop the basic skills, Software and knowledge necessary to pursuing a career in accounting.

**REFERENCES:** Shall be provided upon demand