

Muhammad Irfan

Accounts & Finance Officer

Frontier Dextrose Limited



0305-4198348



Ittefaq Town
Mansoor, Lahore.



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Professional Experience

Frontier Dextrose Limited

Accounts Receivable Executive (17-05-17 to Continue)

Al-Rehman Distribution (Pharma)

Sales Accountant (Dec-2012 to Sep-2014)

Duties & Responsibilities

- Accounts Receivable
- Accounts Payable
- Daily Bank position, Collection report
- Monthly Bank reconciliation
- Sales Operation, Sales & Delivery order processing, Record of Dispatches
- Maintaining Credit limits for Sales orders processing
- Liaison with Marketing office & Field force
- Vendor's Payments, Vendor, Sale parties and Associates Ledger's reconciliation
- Sales invoices processing
- All types of voucher entry (JV, PJV, BR, BPV)
- Tax deduction and Payment of Tax U/S 153, 149 and 236-G
- Sales reports, Production reports, Material reconciliation
- Monthly sales tax working (Annexure A,C)
- Payroll, Salary working & disbursement
- Working & Payment of Field force expense and Sales Incentives
- Monthly, Bi-annual and Annual stock taking
- Duties assigned by Management

Education

2016

M.Com

University of Lahore, Lahore

2011

B.Com

University of Punjab

2009

I.Com

BISE Gujranwala

2007

Matric

BISE Gujranwala

Software and Application

- ERP
- MS office (Word, Excel, Outlook)

Hobbies:

- Book Reading
- Internet surfing
- Video Games

Languages:

- Urdu
- Punjabi
- English

Reference:

Will be furnished on demand