

# Muhammad Irfan

Accounts & Finance Executive

Dr. Masood Homoeopathic Pharmaceuticals Pvt. Ltd



0305-4198348



Ittefaq Town  
Mansoor, Lahore.



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## Professional Experience

### **Dr. Masood Homoeopathic Pharmaceuticals**

#### **Accounts Executive (Receivable)**

(April -2024 to Continued)

### **Frontier Dextrose Limited**

#### **Accounts Executive (Receivable)**

(May -2017 to April-2024)

### **Al-Rehman Distribution (Pharma)**

#### **Sales Accountant**

(Dec-2012 to Sep-2014)

## Duties & Responsibilities

- Accounts Receivable
- Accounts Payable
- Daily Bank position, Collection report
- Bank reconciliation
- Sales Operation, Sales & Delivery order processing, Record of Dispatches
- 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

## Education

**2016**

**M.Com**

University of Lahore, Lahore

**2011**

**B.Com**

University of Punjab

**2009**

**I.Com**

BISE Gujranwala

**2007**

**Matric**

BISE Gujranwala

## Software Proficiency

- ERP
- SAP (BUSINESS HANA ONE)
- MS office (Word, Excel, Outlook)

## Hobbies:

- Book Reading
- Internet surfing
- Video Games

## Languages:

- Urdu
- Punjabi
- English

## Reference:

Will be furnished on demand