

JUNAID AHMAD



OBJECTIVE

Excellent accounting skills, with experience in QuickBooks, dealt with suppliers and high level workloads within strict deadlines. Now looking to start a new challenging position to meet my competencies, capabilities, skills, education and experience.

EXPERIENCE

Salman & Co

From : 14/06/2022 Still on Position

Junior Accountant

- Preparation of Daily vouchers for all expenses and incomes with supporting documents.
- Maintain petty cash, passing entries in QuickBooks.
- Collect, check and verify all tax invoices from vendors and maintain tracker.
- Maintaining the collection and Payment details for the company with the Bank.
- Depositing and collection of Funds in Bank.
- Monthly Salary Preparation for the company.
- Experienced in preparation of monthly Bank Reconciliation Statement.

EDUCATION

BS Commerce (2022)

Govt. College Management Science No.1 Mardan,
Affiliated with Abdul Wali Khan University Mardan
CGPA 3.26/4.00

Intermediate BISEM (2018)

Govt. Shaheed Adnan Arshad Higher Secondary
School No.1 Mardan
Marks 563/1100

Matric BISEM (2016)

Bright Future School Shamsi Road Mardan
Marks 622/1100

DIT KPBTE (2018)

Govt. Management Science No.1 Mardan
Marks 1052/1400

LANGUAGES

English, Urdu, Pashto

DECLARATION

I hereby declare that the information furnished above is true to my knowledge and I bear the responsibility for correctness of the above mentioned particulars.

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 Mardan, Khyber Pakhtunkhwa, PK

SKILLS

- ◆ Team Player
- ◆ Accounting Packge Softwares
- ◆ MS Office
- ◆ QuickBooks
- ◆ Peach Tree
- ◆ Decision Making Ability
- ◆ Quick Learner
- ◆ Income Tax Return
- ◆ Sale Tax Return
- ◆ WH Tax Return

PERSONAL DETAILS

Father Name ◆ Amir Amad

Date of Birth ◆ 17/03/2001

Martial Status ◆ Single

Nationality ◆ Pakistan

Religion ◆ Islam

INTERNSHIP

Muslim Commercial Bank Limited
6th Weeks Intership