

Curriculum Vitae

Muhammad
shafiq

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Permanent Add: Soorkassno#01Bara Khyber Agency

Post Add: A.Salam Jan & Co Chartered Accountant 4th
Floor FC Trust Building — Peshawar, Pakistan

Stat. Double

Age: 23

Nationality Pakistani, Peshawar

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OBJECTIVE:

- ❖ Looking for a position in a reputable industry to work in a highly motivating and challenging environment that provides me the best opportunities to enhance and develop my skills to work as a part of a team as well as in individual capacity with aim of achieving the organization goals in short term and long term.
Dedicated to continuous improvement and building career foundation.
Offers strong administrative, time management and multi tasking skills.
Skilled in helping modernize work place and maintaining high levels of organization. Resourceful and personable with excellent multitasking abilities.
Exceptional understanding of improvement plans and QuickBooks.

❖ Education:

ACCA Financial analyst	2022	PAC peshawar
B.s.c	2023	University of Peshawar
FS.C	2016	Govt college of peshawar
SSC	2014	U.M.S And College (Peshawar Board)

❖ A. Salam Jan & Co. (Chartered Accountant) :

Designation: Associate Trainee (December/2022 to till Here).

- Income Tax And Sale Tax
- Auditing
- Financial Statement's

❖ Work EXPERIENCE:

- Ability to multitask and prioritize daily workload.
- Managing data bases and filing systems.
- Ability to manage internal and external correspondence.
- Excellent administration and computer skills.
- Possess excellent administration and communications skills.
- Willingness to carry out administrative tasks.
- Prepare salary, utility bills, sales, Goods Declaration, and other schedules for tax purposes.
- Prepare Bank summaries and identify account heads for tax purposes.
- Prepare tax computation and wealth statements of clients under senior management supervision.
- Prepare audit reports and financial statements to present findings and recommend corrective actions.

❖ Work Done Experience:

- Online Verification Inquiry
- Final Settlement
- Conversion

- WorkingDifference
- Pharmachin
- BankBookSummary
- Vouchering
- ElectricityBill

❖ **LEADERSHIP Experience:** **Hamdard Factory: Internal Auditor**

- **DC'S** _____
- **GRN** _____
- **STOCK TAKING** _____
- **CASH COUNT** _____
- **DPR** _____

Final Report Working

- Purchase and Sale Cycle
- Review of procedure over sales order processing, physical dispatch of goods and matching of gate passes, sales order, sale invoices, dispatch note and remittance record.
- Review of procedure for invoicing, receipts from customers and verification of the of invoices and receipts from customers.
- Review of procedure of sending periodic customer statements to customers and follow up for chasing payment.
- Review of account receivables reconciliation statement for authenticity, accuracy and reliability.
- Review of procedure for purchase order preparation and approval, physical receipts of goods and matching of gate passes, purchase order, supplier's invoices, supplier's dispatch note and payment record.
- Verify the receipts of goods from suppliers.
- Review of procedure for analyzing periodic supplier's statements
- Review the account payables reconciliation statement for authenticity, accuracy and reliability.
- Review of inventory management system

- Periodic surprise stock count of selected items on regular basis and follow up.

❖ **Skills:**

Excellent writing and communications skills, with experience creating high-quality content .

IT Skills:

- Self-Motivated
- Decision Making
- Computers skills

Other Skills:

MS.Excel,
MS.Word,
MS.Presentation,

❖ **Hobbies:**

- Reading Books
- Cricket



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