



NAVEED MUHAMMAD

GENERAL ACCOUNTANT

CAREER OBJECTIVE:

Seeking a career with a career-oriented organization; that can provide me the platform for becoming a well-recognized professional and ultimately attaining prestige and pride for the organization and for myself as well.

PERSONAL DETAILS

Birth date

15th APRIL 1985

Nationality

PAKISTANI

Address

HOR AL ANZ DUBAI

Marital status

SINGLE

CONTACT

✉ farukhm333@gmail.com

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+971 52 778 5946

WORK EXPERIENCE

GENERAL ACCOUNTANT

NAIMAT FOOD INDUSTRIES

MARCH 2021 TO PRESENT

Provided optimal assistance to the General Manager and handled a variety of tasks. Served as a helpful assistant to all office staff including the Accountant, Property Manager, Maintenance Manager. Performed general administrative tasks and ran an organized program. Worked with Accounts Manager at the end of the year to provide information and ensure accuracy. Provided interested parties with general information

GENERAL ACCOUNTANT

VISION CHEMICAL GROUP

MARCH 2018 TO FEBRUARY 2021

Worked to reconcile financial discrepancies by analyzing account information. Organized books and maintained inventory records. Provided monthly, quarterly, and annual accounting services. Remained up-to-date on existing and changing legislation. Upheld the highest standards of honesty and integrity.

GENERAL ACCOUNTANT

SHAH JAHAN CITY ,REAL ESTATE ,MULTAN

JUNE 2011 TO FEBRUARY 2018

Maintaining financial records in Tally ERP-9 Accounting Software. Ensure that company's accounting records is prepared and updated. Follow up and ensure action on default debtors. Prepare project progressive PLS every month in percentage. Finalize monthly Payable and Receivables accounts. Preparation of various statement and reports as required by management. Maintained Bank account reconciliation of PDC Cheque. Making salary sheet and payroll, disbursement of salary through WPS. Maintaining day to day bank functions including Bank reconciliation.

EDUCATION

BACHELOR OF COMMERCE (I.T)

GOVT. COLLEGE OF COMMERCE ,MULTAN

AUGUST 2005 TO SEPTEMBER 2007

DIPLOMA IN COMMERCE

GOVT. COLLEGE OF COMMERCE ,MULTAN

MARCH 2002 TO JULY 2004

MATRICULATION SCIENCE

GOVT. ISLAMIA HIGH SCHOOL ,MULTAN

MARCH 2000 TO JULY 2002

C.C.A (CERTIFICATE IN COMPUTER'S APPLICATION)

GOVT. COLLEGE OF COMMERCE ,MULTAN

MARCH 2005 TO JUNE 2005

COMPUTER SKILLS

✓ DATA BASE SOFTWARE

✓ TALLY ERP-9

✓ INSTALLATION & OPERATING WIN-7 & WIN-10

✓ INTERNET TROUBLE SHOOTING

✓ QUICKBOOK

✓ MS WORD

✓ MS EXCEL

✓ INTERNET SURFING & MAILING

LANGUAGE & REFERENCES

✓ ENGLISH

✓ ARABIC (BASIC)

✓ REFERENCE WILL BE FURNISHED ON DEMAN

✓ URDU

✓ HINDI