



## RESUME

### MASOOD SULTAN AWAN

House # 5 Street # 1 Dough Town Zarar Shaheed Road Lahore Cantt

Cell: **0301-4031330**

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### OBJECTIVE

To obtain a challenging position in an organization, where accomplishment are awarded with responsibility and advancement. I also believe in ongoing improvements and involvement of all relevant staff members for the smooth operation of affairs of the entity. I love to work as team member and try to pass on knowledge and gained expertise to subordinates who eager to learn. I believe in hard work and to give honest opinion according to the professional experience.

### QUALIFICATION

B.Com Lahore College (Punjab University) Lahore

D.Com Govt. College of Commerce Burewala

Matric Multan Board

### CURRENTLY WORKING:

♠ I am working in **Steel Complex Pvt Ltd** (Aluminum and Wire Rod Industries) as “**Assistant Manager Accounts**” from Oct, 2015 to On Date.

♠ I am worked in **Apex Embroidery** as “**Senior Account Officer**” from July, 2014 to Oct 2015.

♠ I am worked in **Bhimra Pvt Ltd (Freddys Café)** as “**Senior Accountant**” from Sep, 2007 to June2014.

♠ I am worked in **Alvera Textile Mill**, and **Bhimra Textile** as “**Account Officer**” from Jan 2007 to Aug 2007.

♠ I am worked **Engineering Pvt Ltd** “**Account officer**” Deals in **Generators, AVR**, in **Telecommunication** Sector and **Import Generators** in **China, England**.

♠ I have working experience in (**Freddy’s Café Restaurant**), as “**Accountant**” from March 2002 to Jan 2007. Coordinate with Account Staff of.

♠ **Freddy’s Food & Beverages.**

♠ **Lahore School of Learning.**

♣ One year working as Interim Ship in (**Qavi & Co. Chartered Accountant Firm**) & Participate in Internal & External Audit of (**Rupali Group of Companies**) from 1999 to March 2001. A Unit of Rupali, Rupafab, Rupafil, Spentix. And Madni Ghee Faisalabad. During this Period I Check Voucher's (BV, JV, CP, CR) Bank Reconciliation, Challan of With Holding Tax and Annual Stock taking Reports (On Plant), and Expenses Detail Salary and Overtime Detail, EOBI and Social Security Details. Parties Ledger. Checking Of Trail Balance.

### **JOB DESCRIPTION**

- ♣ Maintenance of General Ledger, Preparation of Trail Balance Detail.
- ♣ Checking of Payment and Journal Voucher
- ♣ Checking of Bank Reconciliation
- ♣ Maintenance of Accounts Payable / Receivable
- ♣ Import & Export documents
- ♣ Compute, Classify, Record & Verify numerical data for accounting & Auditing Purposes
- ♣ Maintaining Sales Tax record and coordination with Sales tax Auditors
- ♣ Preparation and e, filing of sale's tax returns
- ♣ Submission of Income Tax Return Monthly (Parties & Employees)
- ♣ Submission of Parties and Employees Income Tax Challan
- ♣ Filling of Annual Income Tax returns (Parties & Employees)
- ♣ Physical verification of Cash in Hand and checking of store issuance and receipts
- ♣ Maintaining Employees Old age Benefits (EOBI) record
- ♣ Maintaining Social Security record
- ♣ Checking of Payroll and maintaining its record
- ♣ maintaining all Leasing documents
- ♣ maintaining parties' payments (Cash & cheques)
- ♣ Monthly booking of financial charges and repayments of loans installments to financial Institutions on due date.
- ♣ Preparation of monthly and annual statements of deduction of withholding income tax.
- ♣ Preparation of monthly sales tax return after reconciliation with purchase register, supply register & general ledger
- ♣ Preparation of Trial Balance
- ♣ Preparation of monthly details of outstanding advances to staff against salary, expenses and purchases and to suppliers against purchase & services.
- ♣ Booking of purchases from creditors for goods & services and payments after deduction of withholding income tax at specified rates
- ♣ Time to Time assignment by management.
- ♣ Reported to Finance Manager

### **COMPUTER SKILLS**

- ♣ Diploma MS Excel
  - ♣ MS Word
  - ♣ MS Power Point
- Working on Accounting Software's.

### **PERSONAL DATA**

Father Name	<b>Mureed Sultan Awan</b>
Date of Birth	January 04, 1979
Marital Status	Married
N.I.C	36601-8461035-5