

MUHAMMAD AZEEM

RESUME

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OBJECTIVE

A management position where education and experience, combined with positive interpersonal skills, initiative and capacity to motivate others, can be utilized to mutual benefit.

PERSONAL PROFILE

Father's Name : Sakhawat Ali
Date of Birth : 20-05-1992
Marital Status : Single
Religion : Islam
Nationality : Pakistani
ID No : 35201-4975987-1

QUALIFICATION

Qualification		Board College University
Graduation	Bachelor of Arts	University of the Punjab
Intermediate	F.A	Board of intermediate secondary Education
Metric	Science	Board of intermediate secondary Education

EXPERIENCE

***Europa Shopping Mall: (2013 to 2020 Continue) 7 year** As an Assistant Accountant, Assistant administration and computer operator.

- Purchase Ledger
- Petty Cash
- Expenses
- Credit Cards
- Sales Ledger
- Tax
- Financial Analysis
- Cash Flow Management
- Generation of Reports
- Cash Payments Voucher

- 1-Preparation the cash voucher and bank payment voucher.
- 2-Maintaining update and Prepared the day Book.
- 3-Posting the voucher and gross margin percentage %
- 4-Maintain the Daily Financial Ledger and NO O/B.
- 5-Maintaining the stock levels on demand.
- 6-Controlling and reporting the Documents.
- 7-Handling the Account by using integrated financial Accounting system.
- 8-Prepared monthly profit and lose sheet.
- 9-Prepared the monthly credit files according to systemized.
- 10- Prepare the daily cashier closing report and daily summary report.
- 11- Maintains the daily cashier short plus and prepare the cash report according to the System.
- 12- Assist the Senior Accounts in handling accounts payment and billings.
- 13- Assist in posting of the invoices and credit notes.
- 14- Responsible for assisting in the cash collection and all receivable.
- 15 Handling of Receipts for all payments received.
- 16- Follow-up on outstanding invoices as and when required.
- 17- Assist the Senior Accountants and Credit Officers in their works.
- 18- Prepare the daily staff Attendance sheet and enter into the Microsoft Excel sheet.
- 19-Prepare the bank and General sales tax invoice.
- 20- Daily purchase goods enter the system.
- 21-Prepared the monthly staff salary sheet and prepared the salary voucher and advance Payment voucher.

*** SIZA INTERNATONAL: (2010 to 2012) 2 year** Assistant Administration, record keeping and Computer Operator.

- 1- **Key Responsibility:** Enter the all products in system and keeps record.
- 2- Medicated solution for syrup, Medicated liquid for injecting, medicated powder for Tablet enter the record in kilo grams.

3- Daily staffs Attendance enter the system and prepare the monthly Salary sheet on Ms Excel.

COMPUTER SKILL

- * Microsoft soft office word, excel
- * Typing
- * Internet,
- * i.pos .net (Software Use)

Skills and Hobbies

- * Languages : Urdu, Punjabi, English.
- * Hobbies : Reading News paper, The Holy (QURAN) Books.

References

References and any person and Documents proof would be provided on demand.