

CV

MUHAMMAD ISLAHUDDIN OWAIS

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OBJECTIVE:

An opportunity where I can prove myself as the most constructive and leading person where to get the optimum results with using the limited resources effectively. I am looking for a job in which I can prove myself as a real person for the maximum profitability for the organization.

WORK EXPERIENCE:

- Organization : ADNAN TEXTLE (PVT) LTD
- Organization type : Textile sector
- Designation : Assistant Accountant
- Working period : 2017 to 2018
- Location : Site Area Karachi
- Area Of Experience : Accounts Department

Job Description/ Responsibilities:

- Daily sales outstanding report
- Making payments to vendors.
- Manual Cheques, payment vouchers, posting in ledger .
- Maintain bank book ,customers and supplier ledgers.
- Making petty cash vouchers & posting in ledger.
- BPV,BRV,CPV,CRV and JV
- Bank Reconciliation statement.
- Making income and sales tax Challan.

Other Experience:

- 4-year teaching experience in Schools, Coaching centers etc.(Present).

EDUCATIONAL QUALIFICATION:

<i>Qualification</i>	<i>Institutes</i>	<i>Grade /Division</i>	<i>Specialization/Major</i>	<i>Passing year</i>
M.COM	University of Karachi	2.93 CGPA	Accounting	2020
B.COM	University of Karachi	Second	Commerce	2017
INTER (Pre -Medical)	BIEK	“C”	Science	2014
MATRIC (Science)	BSEK	“B”	Science	2012

INTERPERSONAL /COMPUTER SKILLS:

<u>Sr.</u>	<u>Skills & Abilities</u>	<u>Proficiency level</u>	<u>Last used / practiced</u>
1	Microsoft Office (6-MONTH)	Excellent	Currently Using
2	Photoshop, Flash (1-year CIT)	Average	2012
3	Quick Book, Accounting Software	Excellent	2017
4	Communication	Average	-
5	Presentation	Average	-
6	Report Writing	Excellent	-

SOCIAL MEMBERSHIP & CO-CURRICULAR/LEISURE ACTIVITIES:

- Reading Books and social welfare work.
- Attend Conferences /Seminars /Workshops.
- Attend Karachi Business Management Conference (KBMC) & different conferences /seminars.

PERSONAL INFORMATION:

Father's Name : IKRAMU DDIN SHEIKH
Marital Status : Unmarried
Religion : Islam
Language competency : English/Urdu
Nationality : Pakistani
Date of Birth : 29-Dec1995

REFERENCES:

Will be Furnished upon request.

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