



MUHAMMAD KASHIF

OBJECTIVE

Seeking a responsible post with an opportunity for professional challenge and growth to support and enhance co-operative objectives of the company. I want to work as a member of accounts department with a developed company and help in maintaining the accounts and solve the financial issues.

Date of Birth:

19th December 1995

MOB:

+92-307-8694760

+92-305-1338695

Address:

Chah Darkhan Wala Moza
Buch P/o Sikandarabad
Multan.

Email:

mmkashif00@gmail.com

SUMMARY OF SKILLS:

- Experience with complete accounting cycle Journal general, Ledger, Trail Balance, Balance Sheet, Cash Flow Statement
- Well Organized
- Detail Oriented
- Business Savvy
- Excellent Communicator
- Processing Invoices
- E-Commerce
- Experience with banking transactions.
- Good communication skill with Govt., Semi Govt., and Private Institutions.

PROFESSIONAL EXPERIENCE:

- Commander Agro Pvt Ltd Industrial Estate
Multan

Assistant Accountant (January 2020 to Continue)

Duties and Responsibilities

- Analysis of financial statements and vouching of different heads of income statements.
- Collating, checking and analyzing spreadsheet data.
- Checking that financial reports and records are accurate and reliable
- Maintaining assets records.
- Maintaining administrative works.
- Payroll activities.
- Prepare Income statement and Fees Vouchers
- Prepare Invoices
- Prepare Recovery vouchers
- Prepare cash Payment Vouchers

INTERNSHIP PROJECT

In MCB Bank Privillage Branch Multan.

- Account Opening
- Analysis of Clearing
- Check Customers Accounts
- Analysis of Customers Cheques
- Analysis of Deposits
- Prepare Deposit Sips

INTERNSHIP IN FATIMA FERTILIZERS LTD.

- Analysis of Income Statements & Balance Sheet
- Analysis of Financial Reports Under Audit
- Analysis of Company Assets & Liabilities

ADDITIONAL SKILLS AND EXPERIENCE

- Bank Reconciliation
- Budgeting
- Pro-forma Invoices
- Pay Orders
- Microsoft Excel
- Microsoft Access
- Data Entry
- Recordkeeping
- Operating Systems
- Teamwork
- Listening Skills
- Communication
- Time Management
- Meeting Deadline
- Quick Learner

EDUCATION AND QUALIFICATIONS

M.B.A (Banking & Finance)	2016-2020
Bachelor in commerce	2014-2016
I.Com	2012-2014
Matriculation	2010-2012

REFERENCES

Will be furnished on demand.