

MUHAMMAD SULMAN SETHI

Professional Résumé

Date of Birth: 19 - Feb - 1986 **Age:** 32 Years
Address: P- 43, street no. 8, Mohammad Pura Narwala
Road, Faisalabad,
Pakistan.
Contact: 041 2430006 **Cell:** (92-303) 9008706
Email(s): Sulman.sethi@gmail.com 24b7solutions@gmail.com



Objective: To lead the organization being strategic partner of top management team of organization.

Currently working as Manager Account in **MSHM** Faisalabad. From March 2012 To Present

Résumé Summary:

Experience:

Organization : Toper Exports

Organization Type : Textile

Designation : Manager Accounts Exports

Tenure : September 2011 to Fenurary 2012

Brief Job Description :

- serve as intermediaries between foreign buyers and domestic sellers. Unlike export traders, who buy the products before selling directly to foreign buyers.

Organization : Omega Medical Billing & Collection solutions

Organization Type : Medical billing services

Designation : Claims Specialist

Tenure : November 2009 to August 2011

Brief Job Description :

- Claims related inquires
- Complete roundup on Aging reports

Organization : Nazir Chaudhri & Co. Chartered Accountants

Organization Type : Audit & Baking

Designation : Executive Finance

Tenure : September 2008 to August 2009

Brief Job Description :

- Consulting of different banks, currently, Bank Alfalah Limited, At las Bank Limited, Meezan Bank Limited, and KASB Bank Limited
- To work effectively in a team environment.
- Reporting to Manager on Daily, Weekly and Monthly basis.
- Achievement Reports of the tasks & Targets set by the management

Organization : **M. Ather & Co. Chartered Accountants**
Organization Type : Audit
Designation : Audit Trainee
Tenure : September 2007 to August 2008
Brief Job Description :

- Preparation of all types of Office Accounts.
- Dealing with banks and preparation of bank reconciliation Statement.
- Reporting to Principle.

Organization : **Sunrise Food Industry**
Organization Type : Confectionery Exporters
Designation : Assistant Export Manager
Tenure : July 2006 to August 2007
Brief Job Description :

- Preparation of Export Accounts
- Preparation of all types of Office Accounts.

Professional Certification & Academic Education *(most recent on the top)*

| Sr. | Certification / Degree | Institution / University | Specialization / Major | Passing Year |
|-----|------------------------|--|------------------------|-----------------|
| 1 | MBA | Allama Iqbal Open University, Islamabad. | Banking & Finance | Result awaiting |
| 2 | B.Com | University of Agriculture, Faisalabad. | Commerce | 2006-07 |
| 3 | I.Com | Faisalabad Board. | Commerce | 2004 |
| 4 | Metric | Faisalabad Board. | General | 2002 |

Computer Skills and Other Abilities

| Sr. | Skills & Abilities | Proficiency Level | Last Used / Practiced |
|-----|--------------------|-------------------|-----------------------|
| 1 | Word Processing | Excellent | Currently Using |
| 2 | Soft Presentation | Average | Currently Using |

Social Membership & Co-curricular / Leisure Activities

| Sr. | Description of Activities |
|-----|----------------------------|
| 1 | Reading Books & News Paper |
| 2 | Playing Snooker |

Personal Information

Father's Name : Muhammad Islam Sethi
Marital Status : Married
CNIC No. : 33100-0198738-9
Religion : Islam
Domicile : District Faisalabad.