



MUHAMAMD SAJID MUGHAL

[Accounting & Business Management]

Professional Summary

Couples extensive financial knowledge with a strong foundation of Business management, ERPs & MS Excel expert.

Objectives

Ambitious to dedicated & disciplined business leader and financial champion, utilize a proactive approach to overcome hindrances and implement prudent financial management. Compassionate team leader, mentor and coach, encourage personal and professional growth for all to succeed. Consensus builder, encourage open and frank dialogues, engage multiple stakeholders in consistently achieving results.

+92-345-5302429



SSC-2008

A+1 Grade

[3rd Position]

BSE Mirpur AJK

HSC-2010

1st Division

(Commerce)

BIE Karachi

B.Com 2012

2nd Division

(Commerce)

Karachi University

MIT 2016

3.68 CGPA

(Management & Computer Science)

Virtual University of Pakistan

Professional Experience

Paramount Tarpaulin Ind (Oct 2016 to Present)

Asst. Manager [ERP Admin]

- Accounts Receivable & Payable.
- Reconciliation of all internal reports.
- Job Costing & Financial Reporting.
- Assisting in Payroll Financialization.



- ERP System Implementation & M.I.S Reports.
- ERP Admin technical & logical support.
- Implemented Financial Accounting, Textile Inventory & Trading Modules.

Madras Food Products (Jan 2013 to Sept 2016)

Account/Inventory Officer

- Book Keeping, Final Accounts • Payroll Management.
- Accounts Receivable & Accounts Payable.
- Reconciliation of all internal reports.
- Data Entry, Files Management & Coding.

HZ Techouse (Jan 2016 to June 2016)

Assistant Software Developer

- Web Development • ERP Solutions • Point of Sales Applications

Personal Profile

Father's Name : Muhammad Miskin

BirthDay : 20 Apr 1991

Birth City : Muzaffarabad [Azad Kashmir]

Mobile : +92-345-5302429

E-mail : learnwithfun1991@gmail.com

Nationality : Pakistani

CNIC : 42101-5892838-7

Passport# : BA0948381

Address : SD1/A Block M N.Nazimabd
Karachi 74700 Pakistan

Reference

Will be available upon request.

Certifications & Entrepreneurship

- Specialization in MIS
- Computerized Accounting Software
- English Language (Domino with 3rd Position)
- MicroSoft Office (Expert) {Word, Excel, Access, PPT}
- DigiSkills.PK {WordPress, AutoCad, Adobe, QuickBooks}

Proficiency Skill

Accounting	● ● ● ● ○
MS Excel	● ● ● ● ●
Quick Book	● ● ● ○ ○
Peach Tree	● ● ● ● ○
Tally ERP	● ● ● ● ○
MS Access	● ● ● ● ○
Adobe Photoshop	● ● ● ● ●
Adobe Illustrator	● ● ● ● ○
WordPress	● ● ● ● ○

Personal Skill

Creative	● ● ● ● ●
Leading	● ● ● ● ○
TeamWork	● ● ● ● ○
QuickLearner	● ● ● ● ●

Passion & Hobbies



Sports



Puzzles



Reading



Designing