



Muhammad Salman

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Professional Summary

Secure responsibilities and challenging position that use my diverse experience, skills and management ability and be reflex in a positive contribution to my prospective employer obtaining their goals and objective.

Personal Information

Date of Birth: Feb 22, 1988

Nationality: Pakistani

Country: Pakistan

Marital Status: Married

Languages: Urdu, English

Career Level: Experienced Professional

Address: D-38, F.B. Area Block-4, Karachi

Work Experience

Accounts Executive

Envicrete Limited, Karachi, Pakistan

Dec 2016 – Present

- Recording Daily Collection
- Preparing Sales Documents (Estimate, Delivery Challan, Go Down Release Order)
- Sales Person's Wise Collection Report
- Monthly Sales Report
- Monthly Sales Tax Output Working
- Maintaining Inventory Register
- Maintain Company Payroll
- Inspect Bills/Invoices and Record Purchases
- Prepare Purchase Orders
- Prepare Payments and Assign Entries to Proper Accounts
- Prepare and File Withholding Tax Challan on FBR Portal
- Prepare Daily Cash Position Statement and Bank Reconciliation Statement

- Assist in Imports
- Liaison with Banks, Clearing Agent, Transporters and Branch Office
- Assist in Yearly Audit

Warehouse Incharge & Accounts Assistant

J.J Enterprises, Karachi, Pakistan

Apr 2013 – Dec 2016

- Preparing Bills
- Maintaining Customer & Vendor Ledger
- Preparing Monthly Sales Report
- Petty Cash
- Maintaining Payroll
- Stock Management
- Directing Labor in Arranging & Packing Material
- Controlling Dispatch
- Liaison with Transporters, Customer & Vendors

Accountant and Export Assistant

Malik Sons, Karachi, Pakistan

Mar 2012 – Mar 2013

- Prepare Vouchers and Assign Entries to Proper Account
- Preparing General Journal
- Posting Entries from General Journal to General Ledger
- Prepare Monthly Trial Balance
- Prepare Monthly Income Statement
- Export Documentation (i.e. Performa Invoice, Commercial Invoice, and Packing List.)
- Liaison with Bank, Custom Agent, Shipping Agent

Accountant

Ahbab Enterprises, Karachi, Pakistan

Jun 2011 – Feb 2012

- Maintaining Customer Ledgers
- Maintaining Cash Book
- Maintaining Petty Cash Book
- Job Order Costing
- Liaison with Banks

Accounts Assistant

Al Asr Associates, Karachi, Pakistan

Mar 2008 – Jan 2010

- Maintaining Cash Book
- Prepare Vouchers and Assign Entries to Proper Accounts
- Posting Entries from Cash Book to their Ledgers
- Prepare Monthly Trial Balance
- Maintaining Payroll
- Filling Documents
- Bank Reconciliation Statement

Skills & Expertise

- Microsoft Dynamics GP-13
- Microsoft Dynamics GP-9
- Microsoft Excel
- Microsoft Word

Education

Masters (M.COM)

University of Karachi, Pakistan (2013)

Bachelors (B.COM)

University of Karachi, Pakistan (2008)

Intermediate (Inter - Commerce)

Board of Intermediate Education Karachi, Pakistan 2006

Secondary School (Matriculation)

Board of Secondary Education Karachi, Pakistan 2004