



MUHAMMAD FAHIM YAQOOB

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OBJECTIVE

My personal belief is in dedication and hard work for robust performance to accelerate growth, with my practical knowledge and experience. My utmost effort is to utilize them to motivate the staff and the employees / subordinates for good performance to the benefit of the organization.

EDUCATION

Master of Business Administration (MBA) in Finance

Khadim Ali Shah Bukhari Institute of Technology, KASBIT

Master of Administrative Science (HRM)

University of Karachi.

Bachelor of Commerce

University of Karachi.

Higher Secondary School Certificate

Board of Intermediate Education Karachi.

EXPERIENCE

Finance Manager (12/2011 – Current) Morning Job

Bharmal System Designers Pvt Limited

Major Responsibilities:

- Maintenance in petty cash.
- Management of accounting entries.
- Salary & Overtime Calculation for entire staff & Disbursing the salaries
- Journal entries, ledger entries
- Purchase and sales invoices

- Maintenance accounts receivable and accounts payable
- Bank reconciliation
- To Prepare vendor's payment and vendor's reconciliation
- Responsible for updating account records and book keeping.
- Recording of expenses under their proper head that every transaction has been posted in their proper heads of accounts and that each and every voucher must be numbered duly signed with supporting documents and are in series.
- Preparation of Financial Statements / Profit & Loss Accounts, Balance Sheet.
- Preparation of audit and coordinate with external auditors
- Responsible for documentation.

Accounting Manager (10/2011 – Current) Evening Job

Burhani Medical Welfare Association

Major Responsibilities:

Accountant & Admin Officer

- Purchasing and Dealing with Suppliers
- E-Filing on FBR online Filing System (Making Tax Challan and Submission of Tax)
- Maintaining Zakat and Donation Systematic Records and Dealing with Donor's
- Staff Salaries and Advance Adjustments (Posting and Bank Transfers of Payroll)
- General Stock and Medicine Stock Reconciliation and Posting
- Maintaining Petty Cash, Invoices, Purchase Order, Bank Reconciliation, Banking Correspondence, Operating Accounting Software for Financial Accounting.
- Managing Administration and HR Correspondence.

Accounts & Admin Assistant (12/2010 – 09/2011)

Key Stone Enterprises Pvt Limited

Major Responsibilities :

- Routine administration work.
- To look after Time machine issues.
- To maintain personal files of staff.
- To prepare company ID cards.
- To maintain data of contractual staff.
- To prepare piece rate report of production.
- To prepare maintenance reports.
- To acknowledge production reports.

Assistant Accountant (06/2009 – 11/2010)
Millennium Packages

Major Responsibilities:

- Petty Cash Handling.
- Purchase and sales invoices.
- Responsible in activities of accounts Payable and Receivables.
- Salary & Overtime Calculation for entire staff & disbursing the Salaries.
- Accounts Payable and Receivable, Payroll, Purchase & Sale Orders
- Cheques, Invoices, and Bank statements.

PERSONAL DETAIL

Father's Name : Muhammad Yaqoob

Date of Birth : 10th October' 1987

C.N.I.C. No : 42101-9139963-7

Language : English,Urdu & Gujrati

Domicile : Karachi, Sindh.

Marital Status : Married