



## SUMMARY

Highly Self-motivated, Hardworking and Energetic individual seeking induction in your well recognized firm to acquire professional experience and to serve the firm with an outstanding performance by showing my full commitment and dedication.

## EDUCATION

### Institute of Chartered Accountants of Pakistan

AFC 2018  
CAF 2023  
CFAP Cont.

### AL HAMD College Johar Town Lahore

FSc. Pre Engineering  
80% (2015 – 2017)

## SKILLS

- Strong organizational and time-management skills
- Exceptional communication and interpersonal skills
- Detail-oriented and able to handle multiple tasks simultaneously
- Advance knowledge of Microsoft Word, Excel and PowerPoint.
- Good command over QuickBooks software.
- Presentation and communication skills.

## CERTIFICATIONS

- Black Hole By Samir Mathur From Harvard University
- Musculoskeletal Anatomy From Cambridge University
- Volcanos potential energy From Ireland
- PCSC Certificate
- Sports Certificates

## PROFESSIONAL EXPERIENCE

### H.A.M.D & Co. Chartered Accountants

#### -MA TOOLS & Equipment House | March 2023 – Present

- Recording Sales, Purchase invoices and Imports working
- Make Management Information Report on Daily Basis
- Working with Tax Department for Annexure C for sake of Client
- Record Stock transfer through ERP Consus Software

#### -New Light Welding Electrodes

Accountant | MAY 2022 – March 2023

- Making Journal Entries of the daily, weekly and monthly expenses of the Company
- Corresponding with the Bank regarding opening of LCs, DPs and DAs for Import of Raw Materials
- Accounting for the Import of Raw Material at different stages like LC opening to the arrival of the goods at the factory premises.
- Keeping track of daily consumption of Raw Material by collaborating with the production manager and making daily report of Closing Stock of Raw Material which is presented to the Directors
- Preparing Monthly MIS Reports which are presented to directors for making effective strategic decisions.

#### -Pan Power PVT LTD.

Advisory Management | Jan 2022 – May 2022

- Keeping track of finished goods made and delivered to the Shop
- Recording Sales entries by collaborating with the Salesmen at the Shop
- Assisting Senior Accountant in preparation of Books of Accounts. Preparing Minutes of Meetings held by directors to discuss future strategic plans.