

Muhammad Faray Farhan

Contact # 0330-3941485

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Accounts & Finance

Objective:

I wish to work in an environment which is vibrant, energetic and full of optimistic vibes, which will offers diversified experience.

Enhancement of skills along with career growth and also encourage me to take up challenges.

Skills:

- Account Management.
- Administration.
- Team Player.
- Cash Handling.
- Negotiation.
- Client Management.
- Daily Follow up's & Reporting.
- Sales Tax Returns
- Income tax Compliance.

Soft Skills:

- MS Office.
- Busy Business Accounting Software
- Internet Surfing
- Microsoft Dynamics (G.P Software)
- Peach Tree Software.
- Microsoft Outlook

Education:

B.COM Part 2 Result in progress

Commerce

From Govt Commerce College

Intermediate 2018-2021

Commerce

From Govt Commerce College

Matriculation 2018

Science

From St Paul's English High School

Reference:

Will be furnished on Request.

Experience:

• Assistant Accounts & Tax Officer

Dawn Media Group (T v Channel)

Oct-23 till present

• Accounts Office

Al Farooq Build Mart-Bahria Town

Oct 22 to Sep23

• Accounts Office

Al Farooq Iron Merchant

Jan 2020 to Oct 2022

Responsibilities:

I handled many responsibilities in my Tenure of working. Some major responsibilities are as follow:

- Account Receivable / Ageing Receivable
- Ledger Reconciliations.
- Banks Reconciliations.
- Payroll
- Target Analyses
- Budgeting / forecasting
- Financial transactions/ reports
- Inventory Reports
- Stock Reports
- Sales Tax Returns

Personal Info:

Father's Name : Muhammad Farhan

Date of Birth : 15-Jan-2003

Religion : Islam