

Muhammad Basit



Professional Resume

Date of Birth: 06 - Aug - 1991 **Age:** 25 Years
Address: House No. 9-S-9, Nursery Street, Near Naqvi State Agency,
Shah Kamal Colony, Lahore
Contact: +92-306-6594108
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Objective: "To thrive in an esteemed organization where remunerated and rewarding on dedication, hard work and performance and keep in touch with the new accomplishments in the professional arena of Accounts and Finance, will ensure me to enhance my career and shape out my skills"

Resume Summary

Current Status : Accounts and Finance Officer at Promark Services (Pvt) Ltd.
Education : MBA (Finance), B.Com (Hons.) (Finance)
Experience : 1 Year

Personal Information

Father's Name : Faqir Hussain
Marital Status : Single
CNIC No. : 31104-1530635-5
Religion : Islam
Language Competency : English, Urdu, Punjabi
Domicile : Bahawalnagar – Punjab

Professional Experience

Organization : **Promark Services (Pvt) Ltd.**
Organization Type : Management Consultant
Designation : Accounts and Finance Officer
Department : Accounts and Finance
Tenure : July 2015 to Date
Brief Job Description :

- Maintaining vendors ledgers
- Receipts and payments management
- Bank coordination and reconciliation
- Maintaining record in computerized accounting software
- Manage all company accounting files and records
- Preparing and submitting monthly financial reports to CEO
- Creating monthly payroll
- Preparation Financial Statements
- Analysis of Financial Statements
- Preparation and submission of monthly sales tax return
- Filing of withholding statements

Organization : **Pakistan Television Lahore Centre**
Organization Type : Telecommunication
Designation : Trainee
Department : Finance
Tenure : July 2012 to September 2012
Brief Job Description : Worked on Payroll, Bills, Stores, Programme Payments and Book Keeping Sections

Academic Education

Sr.	Certification / Degree	Institution / University	Major	Marks/ Grade	Passing Year
1	MBA/MS (18 Years)	Quaid-i-Azam University Islamabad	Finance	70%	2015
2	B.Com(Hons) (16 Years)	Hailey College of Commerce, University of the Punjab Lahore	Finance	80%	2013
3	I. Com	BISE Bahawalpur	Commerce	77%	2009
4	Matriculation	BISE Bahawalpur	Science	77%	2007

Diploma/Short Courses/Trainings

Sr.	Name	Organization	Duration
1	Team Management	CDA Academy Islamabad	05 Days
2	Oracle Financials E-Business Applications	Hailey College of Commerce PU Lahore	01 Month
3	Diploma in Windows Applications	Afaq College of Commerce Haroonabad	03 Month

Computer Skills

Sr.	Skills & Abilities	Proficiency Level	Last Used / Practiced
1	Word Processing	Excellent	Currently Using
2	Soft Presentation	Above Average	Currently Using
3	Spread Sheet	Excellent	Currently Using
4	Peachtree	Above Average	Currently Using
5	Oracle	Beginning	2013
6	Internet Browsing	Excellent	Currently Using

References

To be furnished on demand.