

# MUHAMMAD TAYYAB

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## OBJECTIVE

To be part of a reputed and progressive organization in order to gain knowledge and where I can contribute positively with my knowledge and skills in order to obtain the collective objectives of the organization

## PROFESSIONAL EXPERIENCE

**Designation:** Deputy Manager, Accounts/Imports

**Organization:** Caraway Pharmaceuticals Pvt. Ltd (Islamabad).

**Tenure:** January 2013 till Present

### Job Duties included but not limited to:

- Preparation of Financial Statements i.e. Trial Balance, Profit & Loss account and Balance Sheet.
- Preparation of monthly statements as per the company requirements.
- Preparation of Weekly Cash Flow statement
- Costing of Finished Products
- FOH Calculation of Products
- Liaison with Indentor for Shipping Documents
- Opening of Bank Contract/LC/TT
- Clearing of Shipment from Air-Port/Sea-port
- E-Form Filling for Export Shipment
- Liaison with **Accounting Software Developer** about changes in software if needed.
- Audit of Distributors (Sales, Purchase & Inventory)
- Customers Order Processing & Sales Invoicing & Vendors Purchase Records
- Documents preparation for Tenders Bids

**Designation:** Accounts Executive

**Organization:** Caraway Pharmaceuticals Pvt. Ltd (Islamabad).

**Tenure:** March 2011 to December 2012

### Job Duties included but not limited to:

- Perform Cashier duties including receipts and payments at front desk.
- Petty Cash Handling.
- Bank Reconciliation
- Costing and Production Report.
- Recording of bills of purchase and sales in the 4D accounting software.
- Customers Ledger Reconciliation

**Designation:** Accounts and Data Executive

**Organization:** Sajjad Butt Law Chamber & Trading Company

**Tenure:** November 2009 to October 2010

**Job Duties included but not limited to:**

- To record daily accounting transactions of office by manual and Excel work sheet
- To prepare quarterly Financial statements
- To maintain the administrative record.
- Petty Cash handling
- Bank reconciliation

**Designation:** Internee

**Organization:** National Bank of Pakistan

**Tenure:** 6 weeks

**Job Duties include but not limited to:**

- Acting as a contact between a company and its existing and potential markets.
- Accounts Opening
- Cash Department
- Clearing Department
- Pension Department
- Remittance Department
- Credit Department

## EDUCATION

**MBA Finance | 2011**

National University of Modern Languages (CGPA 3.54/4)

## SKILLS

- Computerized accounting i.e. ERP Module software **4D, Peachtree**
- Microsoft Office. (Full command on MS-Excel and MS-Word)
- Software / Hardware Installation and trouble shooting.
- Office Management Course in Computer Applications XP, Windows 7 installation/troubleshooting.

**REFERENCES:** Will be available on demand.