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| **MAHUM**  **JAMIL** | **E X P E R I A N C E**  **Asst. ACCOUNTANT** (Sep 2016 - **Present**)  um1 - Copy **Rizwan Moazzam Pvt Ltd** (Head Office Finance Div.)  ***Industry****: Clothing www.rizwanmoazzam.net*    **INTRODUCTION:**  A “Cloths Factory” **20 YEARS** of Capturing its share in Fashion Industry with **4 Outlets in Karachi** & **1 in Dubai**. Made Expansive Bridal, Evening and Party Wears with Eastern & Western Style.  **RESPONSIBILITIES:**   * Managing **ACCOUNTS PAYABLE** independently **40+ Strength of Vendors &**   **Service Providers** of different Companies with **Approx. 20 Million Turnover.**   * Payment Proceeding in a Timely and Efficient Manner. * Updating Aging Report of Payables and their Ledgers. * On Time Payments Record. * Weekly **Vender Liability Aging Report.** * Monthly **Liability Report** of All Outlets Expenses **(Dolmen-Hyderi, Dolmen**   **Tariq Road, Rabi Centre, Zamzama & Dubai).**   * Make **I.O.U Payments** duo to Urgently Purchasing Goods for their specific Person.   **VERIFIED & APPROVAL:**   * Verified Documents of Purchasing Order, Goods Receiving Note. * Verification of Bills and their Supporting Receipts. * Adjustments of **Tax** and **WHT.** * Scrutiny of the Bills and Reconcile their Ledger duo to any Difficult Situation. * Approval of Payments from Director.   **POSTING ENTRIES:**   * Posting Entries of CPV, BPV, JV, PI and develop their Vouchers. * Match Invoice, Ensure Vouchers are Coded Correct. * Debit Notes (Purchase Return) Entries and its Adjustment.   **M.T.O (Finance & Accounts) 1 Year** (Oct 2015 - Sep 2016)  **Perfect Transport Networt Pvt Ltd** (H.O Finance Div.)  ***Industry****: Logistics Supply Chain www.ptn.com.pk*  **INTRODUCTION:**  Provide from **30 YEARS** Logistics Ground Transportation & Fleet Management Services,in different cities,Now **200+ Vehicles** with tracking devices. **Head Office in Karachi** & **Branch in Lahore.** Major Projects are **K-Electric, Toyota Motors, PAK-Suzuki.**  **RESPONSIBILITIES:**   * This **1 YEAR ACCOUNTS EXPERIENCE,** I **Assist Auditor** to Manage & Maintain Aging Report of **FUEL PAYABLES** and Audit its Amount & Entries from Bill Lists of   a Petroleum Services.   * Pointed to their particular Project Supervisor for their corrections & take Approval   from Auditor & develop theirPurchase Invoices (PI).   * Reconciliations of Bank Statement, Account Statement from Ledger. * **Posting & Tagging** Entries, **ERP \*Climax (Accounting)** forBank Receipt (BRV), Bank Payment (BPV), Cash Payment (CPV), Journal Voucher (JV), Use **ERP \*CETS**   **(Fleet Management)** for Vehicle Information.   * **Projects** of **Coke, K-Electric, Macpac, Engro Fertilizer, Dawlance, Dalda, PAK-Suzuki, DHL, Pepsi, Toyota Motors, Reefer, Bayer, Caltex etc.**   **INTERN (Finance Division) 2 Months** (2015)  a**Bank Alfalah Ltd** (Head Office)  ***Industry****: Banking www.bankalfalah.com*  **INTRODUTION:**  Pakistan's 5th Largest Private Commercial Bank is one of the fastest growing banks in Pakistan. By focusing on customer centricity and creating a niche by carving out an  innovative path different from other banks in the market.  **RESPONSIBILITIES:**   * Assist to **Assistant Manager** in making report of all **City Branches Data.** * **Credit Collection Statements:** Stock Exchange Rate, Deposit, Stock Market   Disbursement, Outstanding Position, Investment Revolution.   * Rate of Return on Advance, Financing against Pledge Shares, Shares Financial   Statements (Monthly, Yearly). |
| ***Mobile:***  *0343-3198109*  ***Email:***  *Mahum\_Jamil@hotmail.com*  ***Address:***  *House# 721, P.I.B. Colony, Karachi*  **OBJECTIVE**  *To seeks a career in a most challenging environment where I could show my abilities for the sake of organization benefits and improve my qualities to contribute towards the growth of the organization.*  **QUALIFICATION**  ***M. B. A - Finance***  *Master of Business Administration*  ***CGPA: 3.02***  *Institute of Business & Technology*  *(BIZTEK)*  **\_\_\_\_\_\_\_\_\_\_\_**  ***B. Com***  *Bachelor of Commerce*  ***2nd Division***  *Karachi University*  **SKILLS**  ***ERP - Climax***  *(Accounting)*  ***ERP - CETS***  *(Transporters)*  ***ERP - E Soft - Peachtree***  *(Accounting)*  ***Advanced Excel***  *(Pivot Table, Chart etc.)*  ***MS Office***  *(Outlook, Power Point, Word)*  **PERSONAL INFO.**  ***Father Name:***  *Jamil Muhammad*  ***Date of Birth:***  *7th July, 1984*  ***Nationality:***  *Pakistan*  ***Domicile:***  *Sindh*  ***Religion:***  *Islam*  ***N.I.C:***  *42201-9530562-9*  ***Marital Status:***  *Single*  ***Gender:***  *Male*  **REFERANCES**  *“Available on Demand”* |