** MAHUM JAMIL**

**Mobile:** 0343-319810

**Email:** [Mahum\_Jamil@yahoo.com](mailto:Mahum_Jamil@yahoo.com)

**Address:** House No. 721, P.I.B. Colony, Karachi

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## **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.

## **experience**

**A C C O U N T A N T**  (Sep 2016 - Present)

**Rizwan Moazzam ®** *www.rizwanmoazzam.net*



***Organization***

*Fashion Designers*

**RESPONSIBILITIES:**

* Assist to **Assistant Manager** Reconciliations of Ledger, Bank Statement, Account Statement and **C.F.O** for

**MANAGEMENT TRAINEE** (Finance & Accounts)1 Year (Oct 2015 - Sep 2016)

**PTN - Perfect Transport Network Pvt. Ltd.** *www.ptn.com.pk*



***Organization***

*Logistics Supply Chain*

**RESPONSIBILITIES:**

* Assist to **Assistant Manager** Reconciliations of Ledger, Bank Statement, Account Statement and **C.F.O** for

Final Account.

* Assist to **Internal Auditor** for Aging Report, Auditing of a Fuel Bills and make their Purchase Invoice (PI) in a rotating mode.
* **ERP - Climax (Accounting):**

**Posting & Tagging,** General Journal entries on monthly basis of Bank Receipt (BRV), Bank Payment (BPV), Cash Payment (CPV), Journal Voucher (JV) Sales Invoice (SI) etc.

* **Projects** of **Coke, K-Electric, Macpac, Engro Fertilizer, Dawlance, Shell, Dalda, PAK-Suzuki, DHL** etc.
* Also use of **ERP - CETS** (Climax Enterprises Transport Solution) for **Fleet Management.**

**INTERN** (Finance) Head Office 6 Weeks (2015)

**Bank Alfalah Ltd.** *www.bankalfalah.com*



***Organization***

*Banking*

**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).

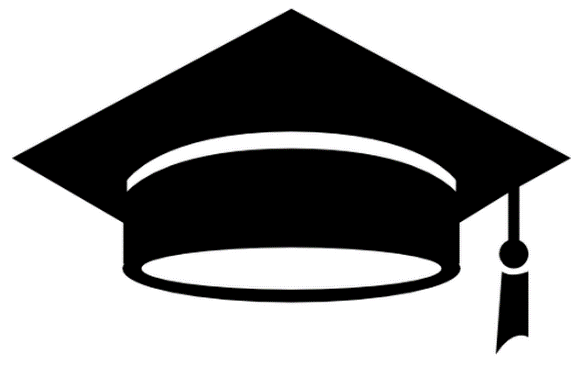
## **SKILLS**



* **ERP - Climax (Accounting)**
* **ERP - CETS** (Climax Enterprises Transport Solution) for **Fleet Management**
* **Peachtree (Accounting)**

* **Advanced Excel** (Pivot Table, Chart etc.)

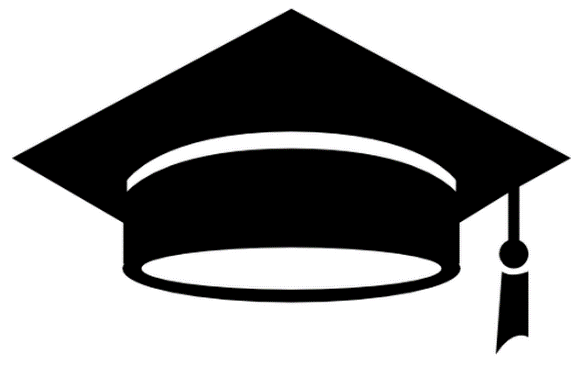
## **QUALIFICATION**

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**M.B.A (Finance)** - **CGPA: 3.02**

Institute of Business & Technology (BIZTEK) - **2015**





**B.Com - 2nd Division**

Karachi University

## **PERSONAL INFORMATION**

|  |  |
| --- | --- |
| * **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”