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| **Muhammad Jahanzaib**  **Address: House #** A-34 Shah Faisal Colony Block # 5  **Cell phone:** +92 -0315-0208140  E-mail :**jahanzaib.siddiquii93@gmail.com** | |  | |  | |
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| **objective** | | | | | | | | | |
| I would like to learn the tricks and traits of the corporate world by working in an environment where not only my learning curve continues to grow but where I can also add value to organization through my innovative ideas and creative skills. | | | | | | | | | |
| **professional & academic education** | | | | | | | | | |
| ***Particulars*** | ***Institute*** | | | ***Achievements / Highlights*** | | | | | ***Year*** |
| Masters of Commerce (EVE) | University of Karachi | | | Passed 1st& 2nd Semester with 3.5 GPA | | | | | 2016 |
| Bachelor of Commerce  (2 years) | University of Karachi | | | Passed all the papers in **first attempt** secured 1stDivision | | | | | 2013 |
| Intermediate | Board of Intermediate Education Karachi | | | Pre-Engineering | | | | | 2010 |
| Matriculations | Board of Secondary Education Karachi | | | Science | | | | | 2008 |
|  | | | | | | | | | |
| **professional experience** | | | | | | | | | |
| ***Organization*** | | | | | | | ***Period*** | | |
| * **ARTISTIC DENIM MILLS (PVT) LTD** | | | | | | | **Mar , 2014 to Present** | | |
| Working as an **Accounts Officer** at **ADM Finance.**   * See all the payables * Book keeping of all invoices * Maintain the suppliers balances and also deal with them * Record the purchase invoices on software * Maintain cheques and vouchers * Making adjustments and journal vouchers * Posting all types of expenses and centralized payments * See that all payments are done in accordance to company policies and procedures. * Follow up on supporting documents related to the payments. * Input invoice details on to ERP System Microsoft Dynamics * Maintain schedules of the supplier’s ledgers. * Reconcile accounts to ensure all payments have been made * Completely assist the manager accounts. . | | | | | | | | | |
| * **SAYLANI WELFARE TRUST** | | | | | | | | **Jan, 2012 to Feb, 2014** | |
| Worked as an**Assistant Manager Supply Chain.**   * Making Consumption sheets and Request. * Maintain and update Stock, Take and Place Orders. * Bill Checking and Bill recording. * Maintain and update Accounts, Public dealing, filing, inventory, mailing, and database system. * Compile copy and file records of office activities & business transactions. | | | | | | | | | |
| **Personal Information** | | | **IT Proficiency** | | **Level** | **Extra Curricular** | | | |
| Marital Status | | Single | * Proficient in the use of **MS Office™**applications particularly **MS Excel™**, **MS** * **Word™** and **MS Power Point** | | * **Intermediate** | * Interested in playing games and attending seminars. * Entertainment activities. | | | |
| Date of Birth | | 20September 1993 |
| Language Proficiency | | English, Urdu |
| Father Name | | Naseem Akhtar |
| CNIC | | 42201-4385640-5 |
| Nationality | | Pakistani |
| Gender | | Male |
| **Availability** | | | 15 days’ notice | | | | | | |
| **References** | | | Available upon Request | | | | | | |