**Muhammad Sajjad**

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**Objective:** To seek excellence in profession, challenging position which will utilize my

Skill and abilities. Looking for the establish organization that offers career

Growth and a chance to achieve the goals through experience and

Hard work.

**Profile:**

* My main strengths are adaptability, dependability and the determination to get a job done as proven by my varied work experiences in Finance & Accounting, Management, Administration, Procurement, External & Internal Audit, Corporate, Financial Analysis, Planning, Budgeting, Forecasting, Supply Chain, Logistics, Taxation, and Reporting Writing.
* My degree in History has enabled me to develop good organizational skills, an analytical/logical approach to tasks and the ability to work under pressure.
* I am able to work well both on my own initiative and as part of a team.
* I try to learn something new from every experience because I believe there is always room for self-improvement both personally and professionally.
* I am a good communicator with proven inter personal skills and I am used to working in a team whilst also being capable of using own initiative.
* Recognized for taking challenging roles, tough assignments and working to tight deadlines.
* Able to work with different communities, ethnic groups and multi-cultured team members in difficult circumstances.
* Capable to deal with different projects at the same time at regional level.
* I am always enthusiastic to learn and undertake new challenges.

**Summary:** **Finance and Accounting Skills:**

* I have Masters in Commerce with specialization in Finance; I have six (06) years of diverse experience in Finance, Accounts & Administration departments, I exercised to make all types of Journal vouchers, Ledgers, prepare bank reconciliation statement monthly & annually basis. Prepare weekly/monthly basis reports regarding budgeting, forecasting, inventory, payroll & reconciliation spreadsheet report to our line manager as well as send to Head Office. Expertise to Maintain records in both manually & in application software such as ORACLE & Peachtree. Liaison with bank and handle all banking matters. Make Payment & prepare billing, monitoring, invoicing and recovery. Preparation & submission of different reports regarding SECP & statutory requirement. Prepare and submit tax schedule of employees and organization to FBR. Prepare midterm & annually Audit report both externally and internally.

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**Administration Skills:**

* On the other hand Identify requirements and establish and maintain all logistical infrastructures arrangements for administration & operations. Identify and analyze procurement procedure, to update vehicle management system regularly. To Check vehicles log books on daily basis and complete checkups once in a month i.e. engine, Tires, battery, Ac, heater, break etc condition & compile fuel report, Maintain attendance & leave record and submit report on daily basis. Handling company mobile SIM portfolio, activation/deactivation of Sims, services on Sims and its proper record keeping. · Ensure proper Travel arrangements for Officials international or national tours. Prepare monthly and weekly reports for management. Contact with vendors and service provider for mutual liaison.

**HR & Inventory Management Skills:**

* Handle process of new recruitment, Maintaining & updating of employees record as per SOPs. Maintaining of attendance register, Process of leave / short leave approval. Monitoring of fumigation, gate security, and gardening & cleanliness services. Hiring, Firing & Recruitment process. · Process of employee appraisal form. SESSI / EOBI, worker / Labor & staff related Govt. department, Follow procurement procedure, keeps goods record both hard & soft form, prepare Gate inward, outward, GRN, Tagging, Labeling, Bin Card, cross verification inventory.

**Professional Career Summary:**

**Work Experience : Duration Organization / Designation**

20/02/13 to 30/04/15 Idara-e-Talim-o-Aaghai / Admin & Finance Officer 01/04/12 to 31/01/13 Tayyab Textile Mill Ltd / Admin Officer 20/06/10 to 10/02/12 Cholistan Plantation (Pvt) Ltd. / Accountant

20-11-08 to 08-03-10 RYK Mills Ltd / Account Assist,Computer Operator

15-06-09 to 31-12-13 EFU Life Assurance (Pvt) Ltd. / Sr.Sales Consultant

05/04/07 to 09/04/08 Private School / Computer Operator

Work Experience:

6th

20th February 2013 to 30th April 2015

Covering Area District Multan & Muzaffargarh

Idara-e-Taleem-o-Aagahi (ITA) (INGO)

Project Title:- “Children, Especially Girls Aged 2-12 have Access to Quality Education With Improved Infrastructure and Safe Learning Environment”, “Girls Education Matter” “Annual Status of Education Report”, “Health & Hygiene”, “Livelihoods”.

Funded by: “Dubai Cares, ASER, Alif Ailaan, Life Saver, Oxfam”

Responsibilities as Regional Admin & Finance Officer:

* Manage all daily Cash & Banks Payments
* Preparation & record of BPV, CPV, BRV, CRV & JV on Daily Basis.
* Record and monitor all bank and cash transactions in manual ledger, cash book or computerized software such as Peachtree.
* Cash Withdrawals from bank & preparation of Bank Reconciliation statement on monthly basis.
* Prepared Financial Records, Such as Bank Reconciliation, prepared payrolls, Petty Cash, Monthly Budget for every department, Advances and prepare Financial Reports along with all relevant documents on monthly basis for submission to Head Office.
* Maintaining complete filling system of finance.
* Maintaining parties ledger, staff advances, Operational advances & Staff OPD record.
* Prepare Monthly Forecast and budget for Different project activity.
* Preparations of monthly financial report of projects & all donor implemented projects on monthly basis.
* Will be member of Procurement committee & ensure all procurement procedure should be done as per Procurement policy.
* Deduction of tax from salary & other supplier as per Government of Pakistan. E-filling of tax withholding statements to the Tax authorities (FBR and SRB).
* Organize Events, Workshop, Seminars, and Training regarding different project where organization Official, Govt. Officials and Public representatives Participates.
* Any other tasks may assigned by the supervisors.

5th

1stth April 2012 to 31th January 2013

Location District Faisalabad

Tayyab Textile Mills Ltd (Textile Industry)

Industry Type: - “Yarn Spinning Mill”.

**Responsibilities as Admin Officer:**

* Act as the main point of contact for visitors, Officials and Parties.
* Provide general administrative support to the Technical Director & Other Mill Staff/Workers.
* Undertake general administrative duties including:
* Supervision of All departments & Workers.
* Filing, copying and issue Notices.
* Collation and distribution of minutes, reports and Notices to All concern departments.
* Respond incoming and outgoing Orders E-mail and general emails.
* Ordering of equipment, materials and office supplies.
* Prepare Invoice of Goods Outward and Online entry into Inventory Management Software.
* Daily report to Head Office about issuing of Yarn Bags, Available and Balance.
* Provide administrative support for matters relating to the premises and operations including security, alarms, opening, insurance and transport.
* Prepare purchase orders and purchase requisitions in order to order materials, goods and supplies, send them to the suppliers.
* Analysis and inspection of vehicles Log Books, Millage, Distance, Repair & Maintenance Work, Time gate inward, Time Gate Outward.
* Prepare & Send Vehicle Report, Gate inward, outward Report, Invoices, Inventory Reports Daily and Weekly Basis to Head office.
* Purchasing of goods and Vegetables for Mills Mess as per direction.
* Counting of incoming & out going Cotton Bales and Store into godown.
* Issue Purchase requisition to Store incharge if anything is required any concern Mills department.
* Make good liaising in all Mills department and resolve any dispute among them.
* Organize any Event/Activity under the guidance of Upper management.
* Performs other duties and functions as per assigned.

4th

20th June 2010 to 10th February 2012

Location Tehsil Liaqatpur District RYK

Cholistan Plantation (Pvt) Limited (Agri Farming Industry)

Industry Type: - “1st Mutual Agriculture Farming & Research Development”.

**Responsibilities as Accountant:**

* Make Cash Payments and Bank Payments.
* Cash Withdrawal & Reserve Petty Cash For Organizational Operations.
* Prepare all types of Ledger like CPV, BPV, CRV, BRV, JV, and Accounts Payables/Receivables.
* Prepare & Maintain Book keeping of Ledger & Transaction in Spreadsheet & Post Entries into Software “ORACLE”.
* Maintain Stock Inventory and reconcile every month goods wise.
* Record & Keeping Attendance of All Employees in Office & into Field Staff, prepare their salaries and disbursement.
* Maintain Land Lease Record of Growers/Owner of the Land and make Payment to them on annually basis.
* Prepare monthly Financial Reports and send it to Head Office.
* Make bank Reconciliation Statement month wise.
* Issue Sims to Office & Field staff, monitor and Track any individual.
* Make income statement & balance sheet according to the need of company.
* Perform any other task assigned by H.O.D

3rd

20th November 2008 to 08th March 2010

Location Tehsil Liaqatpur District RYK

RYK Mills Limited (Sugar Industry)

Industry Type: - “Sugarcane Mills Industry”.

**Responsibilities as Accounts Assistant/Computer Operator:**

* Data Entry of Growers Data into Mills Software & also total land cultivation record.
* Make TPT Payment to the Growers reconcile on cross verify on daily basis.
* Update TPT vouchers on data into software on daily basis.
* Make CPR payment to Growers, reconcile data entry and submit daily report to Chief Accountant.
* Compile Growers Ledger, Reconcile and Cross verify data into spread sheet.
* Calculate Extra LP of Growers as approved rates by Cane manager.
* Any other task assigned by GM/Chief/Supervisor.

2nd

15th June 2009 to 31th December 2013 (Part Time)

Location Tehsil Khanpur District RYK

EFU Life Assurance Ltd (Life Assurance)

Industry Type: - “Provide Financial Services”.

**Responsibilities as Senior Sales Consultant:**

* Daily Contact with 12 persons in which at Least make 3 appointments Daily basis on Different Type of Peoples.
* Describes Client to the Companies Different Account/policies, after analyzing on need assessment bases suggest best account to the proposed person.
* Provide and upgrades existing clients up to new accounts and promotions.
* After Sale Service, Any amendment in policy, medical checkup and any other necessary information provides to client.
* Focus on Target as provided by Unit Manager and make affective strategy to achieve goals within timeline.
* Make daily field visit as per plan, feedback and make necessary report submit to Unit manager on Daily basis.
* Make Awareness to Proposed person about Product and describes there needful benefits in their life.

1st

5th April 2007 to 9th April 2008 (Part Time)

Location Tehsil Khanpur District RYK

Private School

Type: - “Private School”.

**Responsibilities as Computer Operator:**

* + - * Draft Letters on Daily/weekly/monthly Basis in MS Word.
      * Make Lengthy Reports with Calculations on MS Excel.
      * Prepare Daily/Weekly/Monthly plans Report inpage & Corel Draw Software.
      * Graphic Designing of Letters and Report on needful basis.
      * Compose and Type Letter and Email with Typing Speed of 45 W.P.M and also emails to Concerns Department and employees.

Additional Charge:

District Manager

1st August 2014 to 31th August 2014

Idara-e-Taleem-o-Aagahi (ITA) (INGO)

* + - * Strong relationship & Liaison with District Government & Education Department for approval & completion of new Projects.
      * Preparing, planning and monitoring of budgets forecasts for different project.
      * Strong ability for advocacy and social mobilization in community level.

**Internship:**

* + - * 3 Months Internship in MCB Bank Limited.

**Co-Curricular Activities:**

* + - * Current News & Affairs
      * Reading Books
      * Internet Surfing
      * Exercise

**Trainings Attend:**

* + - * 7 Days Foundation Training Course by EFU Life Assurance Limited.
      * 3 Days Intermediate Training Course by EFU Life Assurance Limited.
      * 3 Days Advance Training Course by EFU Life Assurance Limited.
      * 3 Days Training on Procurement and Logistic Rules & Policies by Oxfam Novib.
      * 5 Weeks Training Course on Professional English Spoken Writing Skills, Computer Skills, Civic Education and How to Find and Apply for a Job by CPDI.

**Certification:**

* + - * Certificate of Intermediate Training Course by EFU Life Assurance Limited
      * Certificate of ASER (Annual Status of Education) Report Survey 2013.
      * Certificate of Participation of Capacity Building Workshop on Education Journalism by Mishal.
      * Certificate of South Punjab Youth Summit.
      * Certificate of ASER (Annual Status of Education) Report Survey 2014.

**Seminars/Sessions Attend:**

* + - * 3 Days Training for Annual Status of Education Report 2013.
      * 2 Days Capacity Building Workshop on Education Journalism by Mishal Pakistan.
      * Thematic Dialogue on Enrollment & Retention of Children at Primary Level   
        Education DARE Organization.
      * Youth Council Meeting on Accountability and youth development by Bedari.

**Events Organized:**

* + - * Dubai Care Closing Ceremony with 50 Participants.
      * ASER-2013 Provincial Workshop Training more than 60 Participants.
      * ASER Rural/Urban Survey 2013.
      * Life Saver Promotional Activity by Unilever.
      * World Teachers Day with 100 participants.
      * ASER Baithak’s in Villages by Alif Ailaan.
      * ASER-2013 Multan and Khanewal Launch with more than 100 participants.
      * Gudi Baji Livelihood Beautician/Tailoring Center inauguration.
      * 1 Day School Development Plan and 3 Days Early Childhood Education Training with 40 participants.
      * 6 Days CPB Training (English, Urdu, Math).
      * 2 Days Lesson Planning Training.
      * Global hand Washing Day Activity more than 1000 Participants.
      * ASER-2014 Provincial Workshop Training with 100 participants.
      * ASER-2014 Multan Launch with more than 100 participants.
      * 3 Days Teaching Learning Material Training, 3 Days School Council Training, 2 Days Health & Hygiene Training, 2 Days Girls Club Training, 1 Day CBO’s Meeting more than 40 Participants.
      * Children Literature Festival 2015 with more than 5000 Participants.
      * Dubai Care’s Donor Visits & Officials Meeting for promoting quality education in Pakistan with 100 participants.

**Achievement:**

* + - * Best Performance Award in 2011 To 2012 As Accountant.

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| **Key Skills** | **Office Skills:** | Office Management  Records Management  Database Administration | Spreadsheets/Reports  Event Management | Front-Desk Reception  Logistic Operations  Travel Coordination |
| **Computer Skills:** | MS Word  MS Excel  MS PowerPoint | MS Outlook  Window Xp,7,8  Hardware/Software | Graphic Designing  Browsing/E-mail  Inpage/Adobe |

**Education:**

|  |  |
| --- | --- |
| **M.Com (Finance)**  **B.Com (Accounts)**  **D.I.T (Information)**  **I.C.S (Computer)**  **S.S.C (Science)** | * Islamia University Bahawalpur 2006-2008 * Islamia University Bahawalpur 2003-2005 * Punjab Information Technical Board (P.I.T.B) 2002-2003 * Bahawalpur Board 2000-2002 * Bahawalpur Board 1998-2000 |

**Languages:**

* + - * English
      * Urdu
      * Punjabi
      * Saraiki

**References:**

**Will be furnished on demand**