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**MUHAMMAD TUFAIL SHAIKH**

House # E-III-M/9-E, School Compound, Bhimpura, Karachi.

**Phone # 021-32720526 Cell # 0347-3443001**

E-mail: tufailshaikh00l@yahoo.com

**CAREER OBJECTIVE**

The challenging position of an **“ACCOUNTANT”** in a dynamic, competitive and challenging environment, which provides opportunity to enhance my Financial and Analytical skills in an efficient and effective manner.

**PROFESSIONAL QUALIFICATION**

* **C.A.T(CERTIFIED ACCOUNTING TECHNICIAN)**
* Cleared **5** papers from **T1 to T5.**
* **A.C.C.A(ASSOSIATION OF CERTIFIED CHARTERED ACCOUNTANT)**
* Cleared **8** out of **14** papers.
* Cleared **A.C.C.A PROFESSIONAL ETHICS** module papers.

**ACADEMIC QUALIFICATION**

* **BACHELOR OF COMMERCE** (B.COM) with **1st**Division in 2010

University Of Karachi (Govt. College of Com.& Eco.)

* **INTERMEDIATE** (Commerce) with A Grade in 2008

Karachi Board (SSAT Degree College)

* **MATRICULATION** (Science) with B Grade in 2006

Karachi Board (Kennedy Public School)

**COMPUTER SKILL**

* **M.S OFFICE**.
* **C.I.T** (Certificate in Information Technology) from **N.C.O.P.E** (NOOR COLLEGE OF PROFESSIONAL EDUCATION).
* **S.D.C** (Skill Development Council) certificate in **C.I.T.**

**EXPERIENCE**

* Teaching experience from JAN- **2006** till **DEC-2014.**
* Academic.
* I.T.
* Professional.
* Worked as an **ACCOUNTANT** at **A.L BUILDER** from **June-2012** till **November-2014.**

**TASKS AT JOB PLACE**

* Regular review of bank reconciliation.
* Prepare schedules of financial statements.
* Visit to Site for stock taking on a regular basis.
* To prepare monthly aging analysis for debtors and creditors.
* Reconciliation of debtors, creditors and other liabilities.
* To prepare related parties schedules.
* To operate sales booking and accounting system of the company.
* Working as an **H.R** **& ACCOUNTS** **OF SALES** at **GLOBE COSMETICS**

**(ALLAHWALA GROUP OF COMPANIES)** since **1-JUNE-2015.**

**TASKS AT JOB PLACE**

* **SOFTWARE of SALE.**
* INVOICES CHECKED AND MATCH WITH **LEDGER’S**.
* All types of **SALES MENS ACCOUNTS**.
* **Internal** and **External** reporting preparation.
* Reconciliation off all **INCOME**.
* **REPORTING** all the variances.
* **Administration** and **Supervision OF SALES**.
* **External dealings.**
* To prepare monthly **aging analysis** for creditors.
* To prepare related parties **schedules**.
* **POST** AT ALL PAKISTAN THINGS FOR SALES STAFF.

**PERSONAL SKILLS**

* **Hafiz-e-QURAN**.
* Possess good communication & analytical skills.
* Capable to learn about new concepts in shorter period of time.
* Prepared different reports during the study period.

**ACHEIVEMENTS**

* **1ST POSITION** in every standard of school.
* Regular **Attendance award** in an academic life.
* Prepared number of **PRESENTATIONS AND ASSIGNMENTS** on employment period.
* Written a book over **AUDIT and ASSURANCE**.
* Worked over different **SOFTWARES.**
* Performed **AUDIT work** of head branch.

**PERSONAL INFORMATION**

Father’s Name: Haji Suleiman Sheikh

Date of Birth : January 30, 1990

Gender : Male

C.N.I.C No : 42301-4170727-3

Nationality : Pakistani

Domicile : Karachi

Marital Status: Single

**REFERENCE**

Available upon request.