

# Muhammad Shaban Madni

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Employment Visa valid till: 03-January 2025



## CAREER OBJECTIVE:

To work for a reputed institution in a challenging environment, wherein, I shall exhibit my abilities and potential to the benefit of the organization and towards my growth, both Professional and Personal

## PROFESSIONAL WORK EXPERIENCE:

**Organization:** Rainbow cash and carry  
(Retail Company like Carrefour)  
**Tenure:** December 2021- October 2022  
**Designation:** Accounts executive

### Responsibilities:

- Creating and processing invoices.
- Cross-checking invoices with payments and expenses to ensure accuracy
- Managing a company's accounts payable and receivable
- Tracking organization expenses
- Communicating with clients regarding billing and payments

**Organization:** Rainbow cash and carry  
(Retail company like carrefour)  
**Tenure:** May 2021-November 2021  
**Designation:** Audit Officer

### Responsibilities:

- General task assigned by management
- preparation of net margin gross margin reports on any items as per requirement
- verification of discarded items in warehouse
- verify the barcode on the products
- weekly inventory closing

**Organization:** Ufone Franchise  
(Telecommunication company like Du)  
**Tenure:** June 2020-Febraruay 2021  
**Designation:** Customer services representative

### Responsibilities:

- Resolve customer queries related to service provider
- Resolve issues related to sim blocking and issuing new connection
- Selling sims to clients and processing payments
- Basic troubleshooting or setup process of cell phones
- Handle complaints provide appropriate solution for clients and follow up resolve any interruption

## ACADEMIC EDUCATION:

<u>DEGREE/CERTIFICATION</u>	<u>EXAMINING BODY:</u>	<u>YEAR</u>
Bachelors of science in Accounting and Finance	National university of computer and emerging sciences Islamabad	2021

## SKILLS:

- MS Office**
- Power Bi**
- Zoho books**
- Tableau**
- Tally ERP 09/Prime**

## TRAININGS

### **QuickBooks training**

**Year - 2020**

- One of the charter accountants train me

### **Zoho Books**

**Year – 2021**

- The purpose of this training is to provide know how of auto accounting and this will be fruitful now adays due to growing digital industry

## PERSONAL INFORMATION:

**Nationality:** Pakistani

**Religion:** Islam

**Marital Status:** Single

**Passport NO:**AX0405431

**Date of Birth:** 13.March.1997

## REFERENCE:

Reference will be furnished on demand.