

Muhammad Rashid Khan

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Work experience

Pak Shaheen Container Services Pvt Ltd

Jan 2017 — present

Accountant

KEY RESPONSIBILITIES

Petty Cash reconcile

Prepare Import Royalty Statement

I look after export royalties.

My foremost work is to make cash flow statement

Prepare Security Deposit ageing report for outstanding from LINE in Excel to Sidhat & Express System (PSCS in-house software

Check daily Import invoice collections

I verify iqra goods invoices regarding import full, Import Empty, Export full & Export Empty containers (TPY & PQ).

I also verify J&A Invoices.

I verify import Export Gate Expense & ANF (PQ & TPY).

I reconcile terminal statement on monthly basis and from that statement I also work for input tax.

Dawat-e-Islami

Dec 2015 — Dec 2016

Accountant

KEY RESPONSIBILITIES

During the Month Prepaid Cash Payments Vouchers of Different Majalis Monthly Budgets and Other Expenses Vouchers like Petty Cash, Utility Bills and Employees Loan.

Posting Entries of Cash Receipt Vouchers (Cash Withdrawal, and Cash received from Different Majalis against Current A/c, Receivable, Payable and Staff income Tax).

During the Month Bank Payments Vouchers of Different Majalis Budgets, Salaries, Fund transfer Contra Entries One bank to another Banks and Other Expenses like Petty Cash, Utility Bills recording.

Bank Receipts Vouchers of Cheques received from Different Majalis against Current A/c, Receivable, Payable recording.

Foreign Currency Payments Vouchers of Converting into PKR and Heela and Others.

Foreign Currency Receipts Vouchers.

Prepared Separate Heela Vouchers of Cash and Banks.

Book **Withholding Tax** Liabilities of All Majalis **Vendor's Services**

HEALTHCARE INTERNATIONAL-KHI

May 2015 — DEC 2015

Asst. Accountant

KEY RESPONSIBILITIES :

Prepare and verify daily reports

Investigate and collect returned items

During the Month Prepaid Cash Payments Vouchers & Bank Payments Vouchers

ESSA ENGINEERING INDUSTRIES (PVT) LTD

Oct 2013 — May 2015

Asst.Store Manager.

KEY RESPONSIBILITIES :

Reporting to General Manager.

Making PO's for the parties taking follow up of the order with the parties maintaining records of PO's.

Receiving the boxes, master cartons other items, only if they are according to the set quality standards.

Maintaining stock ledger, files & posting computer.

Making daily/weekly/monthly/yearly stock report.

Plannings for the M.I.D day to day work & distribution work among the workers.

Making report & maintaining all Controller documents

Receiving return goods from departments in a day after receiving the request.

Education

BBA ILMA UNIVERSITY (IBT)	2014 — 2019
Intermediate Pre- Engineering GOVT.CITY COLLEGE	2009 — 2011
Matriculation Science DEHLI GOVT. SCHOOL	2007 — 2009

Qualifications

Computer qualification :

6 month completed **C.I.T** course"**STATAK Computer Collage**"

Skills

Ms Office
Adobe photoshop
Internet searching

Interests

Cricket
Reading
Music

References

Could be Furnished on request.