



MUHAMMAD YOUSUF

Account Executive

My Contact

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📍 Plot No. 1310, 2nd Floor, Federal B Block 2, Azizabad, Karachi

Education Background

- **PUBLIC FINANCE ACCOUNTANT – Level 3**

*Institute of Public Finance Accountant
(In Process)*

- **Bachelor of Commerce**

Karachi University

- **Intermediate in Commerce**

*Govt. College of Commerce and Economics
Karachi.*

- **Matriculation in Commerce**

Citizen Public Secondary School Karachi

About Me

To improve my experience in a more challenging and competitive environment where I can effectively utilize my knowledge and skills.

Professional Experience

Mezan Group of Companies. | Account Executive 2021 – Present

Key responsibilities:

- Prepare Bank position, Bank Reconciliation, Co-ordination with Banks for RTGS, Online Transfers, Guarantee, Funds Transfers and other activities.
- Prepare PSID against withholding taxes (Good and Services vendors and Sales Tax)
- Co-ordinate with Insurance company, Clearing agent, Vendors Regarding Bills and Payment.
- Prepare Import Duties and Pay orders.
- Prepare BBFS, Encashment Guarantee Letter & other Financial document.
- Prepare Cash Salaries & Expenses to employees.
- Verify and Review vendors invoices. Post transaction in journal ledger. Reconcile account with vendors & resolve invoice Discrepancies.
- Prepare Payment and receipt voucher.
- Maintain Petty Cash Expenses.
- Maintain Directors Accounts

Abtach LTD | Account Executive

2020 – 2021

Key responsibilities:

- Prepare Bank position, Bank Reconciliation, Co-ordination with Banks for RTGS, Online Transfers, Funds Transfers and other activities.
- Prepare Expenses Summary for finalization P & L Report in the month end.
- Prepare PSID against withholding taxes (Good and Services vendors and Sales Tax)
- Verify and Review vendors invoices. Post transaction in journal ledger.
- Prepare Payment and receipt voucher.
- Book keeping for audit purpose

Awan Trading Co. (Pvt) LTD | Account Officer

2019 – 2020

Key responsibilities:

- Preparation of Sales Tax Invoices
- Preparation and posting of Debit/Credit Note.
- Co-ordination with customer's regarding invoices
- Verify and Review vendors invoices. Post transaction in journal ledger.
- Reconcile Ledger with Customer.
- Verify receipts and invoice posting in customer accounts maintained in spread sheet data base
- Prepare Payment and receipt voucher.
- Book keeping of invoices for audit purpose.
- Co-ordination with internal Auditors regarding Discrepancies in invoices & ledgers.

Skills

MS Office	<div><div></div></div>
Communication	<div><div></div></div>
Problem Solving	<div><div></div></div>
Hard Working	<div><div></div></div>

Lab Line | Account Officer

2018 – 2019

Key responsibilities:

- Prepare Sales Tax Invoice,
- Bank Reconciliation
- Maintain Records for Audit Purpose
- Update Aging Report
- Check Stocks with Bills,

Gulf Medical Centre | Office Assistant

2016 – 2018

Key responsibilities:

- Maintain All Medical Record
- Enter Medical Data in the Software

Personal Information

Father Name: Munir Anwer

Date of Birth: 18-June-1997

CNIC No. 42301-3017293-7

Domicile/PRC. Karachi / Sindh

Religion: Islam

Nationality: Pakistani

Status: Single

Languages

- English
- Urdu

Interests & Activities

- Computers
- Programming
- Teaching
- Learning

Reference

- Be Furnished May On Request