

Muhammad Bilal

Mobile : 03313316993

Mobile : 0324-2653266

Email : bilalayublive@gmail.com

3F, 7/1, Al Madina Apartment, Flat# 5 Nazimabad, Karachi.



Objective

To obtain a meaningful and challenging position in a professional organization which provides an opportunity to learn and grow by utilizing my competencies and skills, gained through academic qualification and experience.

Academic Qualification

- ❖ Appeared in B.Com from University of Karachi
- ❖ Intermediate commerce 2nd division from Board of Intermediate Education Karachi
- ❖ Matriculation commerce 2nd division from Govt. Boys Secondary School Nazimabad

Professional Experience

Speedway Construction Pvt Ltd (Nov-2019 to Till Date)

As a Accounts Executive Responsibilities Include

- ❖ Operate MS Excel
- ❖ Maintain of All Bank Books
- ❖ Preparation of Bank Reconciliation with all Bank Matters
- ❖ Preparation Sales Invoice With Including Taxes
- ❖ Maintain All Ledger Of Creditors With Filing
- ❖ Maintain All Ledger Of Debtors With Filing
- ❖ Annual Return and Challan Of SECP

Commтел Systems LLC (Jan-2017 to Jul-2019)

As a Accounts Executive Responsibilities Include

- ❖ Operate Quickbooks (Data base)
- ❖ Operate iDempiere (Date base)
- ❖ Operate MS Excel
- ❖ Petty Cash Book
- ❖ Maintain All Ledger Of Creditors With Filing
- ❖ Cash Salaries Distribute

- ❖ Purchase Order Report Update
 - ❖ Bank Position Reporting Direct to (Boss)
 - ❖ Input Sales Tax Working's Reporting to (HOD)
 - ❖ Reconcile Ledgers Of Creditors
 - ❖ Prepare Cash low Monthly Bases Reporting to (Advisor)
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Star Group of Company (Oct-2016 to Dec-2016)

As a Accounts Executive Responsibilities Include

- ❖ Operate MS Excel
- ❖ Petty Cash Book
- ❖ Maintain All Ledger Of Creditors

Project Name

- ❖ Askari Star Mall
 - ❖ Karachi Shopping Centre
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Ali Builders & Developers (Jun-2008 to Sep-2016)

As a Senior Accountant Responsibilities Include

- ❖ Operate oracle 9-I (Data base)
- ❖ Operate MS Excel
- ❖ Preparation of Bank Reconciliation with all Bank Matters

Preparations

- ❖ Debit and credit vouchers
- ❖ Journal vouchers
- ❖ Petty cash vouchers
- ❖ profit/loss statement
- ❖ Trial balance
- ❖ Balance sheet
- ❖ Bank Reconciliation
- ❖ Monthly provision record all matters
- ❖ Maintain
- ❖ General ledger
- ❖ Party ledger
- ❖ Bank cash
- ❖ Cash book
- ❖ Petty cash book
- ❖ Monthly salary
- ❖ Leave-Encashment statement
- ❖ Full and final settlement

Project Name

- ❖ Marine city Gawadar
- ❖ Al-Qaim city super highway
- ❖ Al-Qaim midway city super highway
- ❖ Al-Qaim city extension super highway

Computer Skills

- ❖ MS office
- ❖ Speed sheet MS-Excel

References

- ❖ Will be furnished on request.

Personal Information

Father's Name : Muhammad Ayub
CNIC # : 42101-6449798-7
Domicile : Sind
Date of birth : 07-April-1987
Marital Status : Married
Religion : Islam
Nationality : Pakistani.
Languages : Urdu